

Government of Pakistan
National Vocational and Technical Training Commission
Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Fashion Design & Dress Making

Duration: 6 Months

Revised Edition

Trainer Name	
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Course Title	Fashion Designing & Dress Making
Objectives and Expectations	<u>. Employable skills for SSC Students through an intensive course on Fashion Design & Dress making and its application.</u> This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that, it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team. The course therefore is designed to impart not only technical skills but soft skills as well as entrepreneurial skills deemed essential for that purpose i.e. communication skills; marketing skills (including freelancing); personal grooming of the trainees and inculcation of the positive work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular. <u>Main Expectations:</u> In short, the course under reference should be delivered by professional instructors in such a robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion. This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each individual trainee to prepare them for such market roles during/after the training.

Key Features of Training & Special Modules	(i) Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. Their weekly distribution has also been indicated in the weekly lesson plan given in this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document. (ii) In order to materialize the main expectations, a special module on Job Search & Entrepreneurial Skills has been included in the course through which, the trainees will be made aware of the Job search techniques in the local job markets. The trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will be inculcated in the trainees to make them responsible citizens of the country. (iii) A module on Work Place Ethics has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides + short video documentaries. Needless to say that if the training provider puts his heart and soul into these, otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets. In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as: • Motivational lectures • Success stories • Case studies (In documentary or presentation format) These would be employed as additional training tools wherever possible (these are explained in the subsequent section on Training Methodology). Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.
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Training Tools/ Methodology

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more. Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

This tool is designed for training providers to ensure arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

(ii) Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training. A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed by the person himself either:

- Directly (in person) or,
- Through an audio/ videotaped message.

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes.

	(iii) Case Studies Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions. In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course. Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value. The Trainees should be required and supervised to carefully analyze the cases. For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended solutions of the problem / situation. Case studies can be implemented in the following ways:- - A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute) - Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute). - Field visits (At least one visit to a trade specific major industry/ parlors site must be arranged by the training institute)
Specific Objectives	<u>Fashion Designing:</u> After the completion of this course the trainee will be able to: - Understand the selection of Fabric. - Understand about the different types of fashion designing material. - Understand the fundamentals of creative design of dress. - Describe using different colors and dyes to produce textile design. <u>Dress Making:</u> - Take safety precautions in dress making. - Describe the operation and function of various sewing machines and related equipment and Tools. - Describe the composition and types of different material used in dress making. - Understand the fundamentals of creative designing of dress. - Do preventive maintenance of machine cleaning, oiling and replacement of parts.

Knowledge Requirements	<u>Fashion Designing Knowledge Requirements:</u> After the completion of this course the trainee will be able to: • Understand various sewing machines used in the field • Describe different kinds of pattern making method • Describe different types of colors and method of dying • Understand fashion designing and analyze various design <u>Dress Making Knowledge Requirements :</u> • Take safety precautions in dress making • Understand various sewing machines used in field of dress making • Demonstrate the selection of material such as fabric , thread and other accessories according to quality , design and fashion • Understand dress making and analyze various designs • Carry out preventive maintenance and minor repair of sewing machine, related equipment and tools
Skill Requirements	<u>Fashion Designing Skill Requirements:</u> After the completion of this course the trainee will be able to: • Know the use of tools and machines • Develop draft pattern of sleeves , collars , shirts , skirts trousers • Develop creative designs of dress according to the fashion • Develop designs on dupatta / shirt by tie and dye techniques • Use block printing techniques <u>Dress Making Skill Requirements:</u> • Take safety precautions in dress making • Demonstrate the use of tools and machines • Develop draft pattern of sleeves , collars , shirts , skirts , trousers • Develop creative designs of dresses according to the latest fashion • Diagnose and repair faults in the machines
Entry-level of trainees	SSC (Matric)
Course Execution plan	• Total Duration of Course: 06 Months (24 Weeks) • Class Hours: 4 Hours per day (05 Days/Week) • Theory: 20% Practical: 80% • Weekly Hours: 20 Hours Per week • Total Contact Hours: 480 Hours
Job Opportunities	The pass outs of this course may find job / employment opportunities in the following areas / sectors: -\ • Entrepreneurship • Pattern Drafting & cutting • Stitching • Assistant Motif Developer • Teaching • Craftsman • Can work in garments industry • Assistant Industrial Stitching • They can establish their own boutiques. • They can work at home for domestic purpose as well as industry.
No of Trainees	25
Learning Place	Classroom / Lab

MODULES

Schedu led Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Design Process	Day 1	Hour 1	Course Introduction	•Task 1 <u>Details may be seen at Annexure-I</u>
			Hour 2	Application of the course	
			Hour 3	Health & Safety	
			Hour 4	Health & Safety	
		Day 2	Hour 1	What is design	
			Hour 2	Change in Textile	
			Hour 3	Change in technology	
			Hour 4	Change for life style	
	Color and figure	Day 3	Hour 1	Introduction to colors (Value-Light and pigment colors)	•Task 2 •Task 3 •Task 4 <u>Details may be seen at Annexure-I</u>
			Hour 2	Introduction to colors (Value-Light and pigment colors)	
			Hour 3	Primary & Secondary colour chart. (Colour wheel)	
			Hour 4	Primary & Secondary colour chart. (Colour wheel)	
		Day 4	Hour 1	Making rainbow colour chart. (Colour wheel with tints and shades)	
			Hour 2	Making Primary & Secondary , Tartary and Neutral colors	

			Hour 3	Making Primary & Secondary , Tartary and Neutral colors	
			Hour 4	Making rainbow colour chart. (Colour wheel with tints and shades)	
		Day 5	Hour 1	Making rainbow colour chart. (Colour wheel with tints and shades)	
			Hour 2	Making rainbow colour chart. (Colour wheel with tints and shades)	
			Hour 3	Prepare Warm & cool colour Study of Different Mediums of Colours	
			Hour 4	Prepare Warm & cool colour Study of Different Mediums of Colours	
		Week 2	Day 1	Hour 1	•Task 5 •Task 6 <u>Details may be seen at Annexure-I</u>
				Hour 2	
				Hour 3	
				Hour 4	
			Day 2	Hour 1	
				Hour 2	
				Hour 3	
				Hour 4	

		Day 3	Hour 1	Tints and Shades	
			Hour 2	Tints and Shades	
			Hour 3	Tints and Shades	
			Hour 4	Tints and Shades	
		Day 4	Hour 1	Classification of figures	
			Hour 2	Classification of figures	
			Hour 3	Classification of figures	
			Hour 4	Classification of figures	
		Day 5	Hour 1	Tints and Shades	
			Hour 2	Tints and Shades	
			Hour 3	Color and combination in clothes	
			Hour 4	Color and combination in clothes	
Week 3	Standard Bodes measurement	Day 1	Hour 1	Introduction to measuring tools and how to measure. Taking measurements of human body for women's wear and men's wear.	
			Hour 2	Taking measurements of human body for women's wear and men's wear.	

	Basic bodice block		Hour 3	Taking measurements of human body for women's wear and men's wear.	•Task 7 •Task 8 •Task 9 •Task 10 •Task 11 <u>Details may be seen at Annexure-I</u>
			Hour 4	Taking measurements of human body for women's wear and men's wear.	
		Day 2	Hour 1	Importance of measurements in children's wears for different sizes from infant to adolescent.	
			Hour 2	Adjusting measurements from woven pattern	
			Hour 3	Adjusting measurements from woven pattern	
			Hour 4	Adjusting measurements from woven pattern	
		Day 3	Hour 1	Introduction to pattern making tools	
			Hour 2	Introduction to pattern making tools	
			Hour 3	Introduction to pattern making tools	
			Hour 4	Introduction to pattern making tools	
		Day 4	Hour 1	Basic bodice block (Female)	
			Hour 2	Basic bodice block (Female)	
			Hour 3	Basic bodice block (Female)	
			Hour 4	Basic bodice block (Female)	

		Day 5	Hour 1	Basic bodice block (Male)	
			Hour 2	Basic bodice block (Male)	
			Hour 3	Basic bodice block (Male)	
			Hour 4	Basic bodice block (Male)	
Week 4	Using Paper Patterns	Day 1	Hour 1	Basic bodice block (Kids)	•Task 12 •Task 13 •Task 14 •Task 15 <u>Details may be seen at Annexure-I</u>
			Hour 2	Basic bodice block (Kids)	
			Hour 3	Basic bodice block (Kids)	
			Hour 4	Basic bodice block (Kids)	
		Day 2	Hour 1	Making pattern of basic skirt for women's wear & its Variations	
			Hour 2	Making pattern of basic skirt for women's wear & its Variations	
			Hour 3	Making pattern of basic skirt for women's wear & its Variations	
			Hour 4	Making pattern of basic skirt for women's wear & its Variations	
		Day 3	Hour 1	Making pattern of basic sleeve block	
			Hour 2	Making pattern of basic sleeve block	
			Hour 3	Making pattern of basic sleeve block	
			Hour 4	Making pattern of basic sleeve block	

	Sleeves	Day 4	Hour 1	Dart shifting exercises.	
			Hour 2	Dart shifting exercises.	
			Hour 3	Dart shifting exercises.	
			Hour 4	Dart shifting exercises.	
		Day 5	Hour 1	Introduction to sleeves.	
			Hour 2	Puff sleeve	
			Hour 3	Puff sleeve	
			Hour 4	Puff sleeve	
Week 5		Day 1	Hour 1	Tulip sleeve	•Task 16 •Task 17 •Task 18 •Task 19 <u>Details may be seen at Annexure-I</u>
			Hour 2	Tulip sleeve	
			Hour 3	Tulip sleeve	
			Hour 4	Tulip sleeve	
		Day 2	Hour 1	Flared sleeve	
			Hour 2	Flared sleeve	
			Hour 3	Flared sleeve	
			Hour 4	Flared sleeve	

	Collars	Day 3	Hour 1	Introduction to collars.	
			Hour 2	Construction of top with panels and mandarin/band collar	
			Hour 3	Construction of top with panels and mandarin/band collar	
			Hour 4	Construction of top with panels and mandarin/band collar	
		Day 4	Hour 1	Two Piece Collar	
			Hour 2	Two Piece Collar	
			Hour 3	Two Piece Collar	
			Hour 4	Two Piece Collar	
		Day 5	Hour 1	Band Collar	
			Hour 2	Band Collar	
			Hour 3	Band Collar	
			Hour 4	Band Collar	
Week 6		Day 1	Hour 1	Flared collar	
			Hour 2	Flared collar	

	Skirts		Hour 3	Flared collar	• Task 20 • Task 21 • Task 22
			Hour 4	Flared collar	
		Day 2	Hour 1	Introduction to Skirt and Construct basic skirt block	<i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Basic skirt block	
			Hour 3	Basic skirt block	
			Hour 4	Basic skirt block	
		Day 3	Hour 1	A-Line skirt	
			Hour 2	A-Line skirt	
			Hour 3	A-Line skirt	
			Hour 4	A-Line skirt	
		Day 4	Hour 1	Straight skirt	
			Hour 2	Straight skirt	
			Hour 3	Straight skirt	
			Hour 4	Straight skirt	
		Day 5	Hour 1	Circular skirt	

Week 7	Tie and dye and its techniques		Hour 2	Circular skirt	
			Hour 3	Circular skirt	
			Hour 4	Circular skirt	
		Day 1	Hour 1	Introduction to Tie & dye.	•Task 23 <u>Details may be seen at Annexure-I</u>
			Hour 2	Tie dyeing Technique Single color dye	
			Hour 3	Tie dyeing Technique Single color dye	
			Hour 4	Tie dyeing Technique Single color dye	
		Day 2	Hour 1	Tie dyeing Technique Multi Color	
			Hour 2	Tie dyeing Technique Multi Color	
			Hour 3	Tie dyeing Technique Multi Color	
			Hour 4	Tie dyeing Technique Multi Color	
		Day 3	Hour 1	Tie dyeing Technique Twisting	
			Hour 2	Tie dyeing Technique Twisting	
			Hour 3	Tie dyeing Technique Twisting	
			Hour 4	Tie dyeing Technique Twisting	

		Day 4	Hour 1	Tie dyeing Technique Knotting	
			Hour 2	Tie dyeing Technique Knotting	
			Hour 3	Tie dyeing Technique Knotting	
			Hour 4	Tie dyeing Technique Knotting	
		Day 5	Hour 1	Tie dyeing Technique Pleating, Swirl , Web Knotting etc:	
			Hour 2	Tie dyeing Technique Pleating , Swirl , Web Knotting etc:	
			Hour 3	Tie dyeing Technique Pleating, Swirl , Web Knotting etc:	
			Hour 4	Tie dyeing Technique Pleating, Swirl , Web Knotting etc:	
Week 8	Using pens and paints	Day 1	Hour 1	Felt tipped fabric pens and crayons	• Task 24 • Task 25 • Task 26 <i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Felt tipped fabric pens and crayons	
			Hour 3	Felt tipped fabric pens and crayons	
			Hour 4	Felt tipped fabric pens and crayons	
		Day 2	Hour 1	Fabric painting	
			Hour 2	Fabric painting	

	Drawing and sketches		Hour 3	Fabric painting	
			Hour 4	Fabric painting	
		Day 3	Hour 1	Fashion Figures (Female ,Male)	
			Hour 2	Fashion Figures (Female ,Male)	
			Hour 3	Fashion Figures (Female ,Male)	
			Hour 4	Fashion Figures (Female ,Male)	
		Day 4	Hour 1	Fashion Figures (Female ,Male)	
			Hour 2	Fashion Figures (Female ,Male)	
			Hour 3	Fashion Figures (Female ,Male)	
			Hour 4	Fashion Figures (Female ,Male)	
		Day 5	Hour 1	Fashion Figures (Female ,Male)	
			Hour 2	Fashion Figures (Female ,Male)	
			Hour 3	Fashion Figures (Female ,Male)	
			Hour 4	Fashion Figures (Female ,Male)	
Week 9		Day 1	Hour 1	Facial Features	
			Hour 2	Facial Features	

			Hour 3	Facial Features	•Task 27 <u>Details may be seen at Annexure-I</u>
			Hour 4	Facial Features	
		Day 2	Hour 1	Facial Features	
			Hour 2	Facial Features	
			Hour 3	Facial Features	
			Hour 4	Facial Features	
		Day 3	Hour 1	Facial Features	
			Hour 2	Facial Features	
			Hour 3	Facial Features	
			Hour 4	Facial Features	
		Day 4	Hour 1	Facial Features	
			Hour 2	Facial Features	
			Hour 3	Facial Features	
			Hour 4	Facial Features	
		Day 5	Hour 1	Facial Features	
			Hour 2	Facial Features	

			Hour 3	Facial Features	
			Hour 4	Facial Features	
Week 10	Safety Precautions	Day 1	Hour 1	Personal Safety in Dress Making	• Task 28 • Task 29 <u>Details may be seen at Annexure-I</u>
			Hour 2	Personal Safety in Dress Making	
			Hour 3	Tools Equipment Safety in Dress making	
			Hour 4	Tools Equipment Safety in Dress making	
		Day 2	Hour 1	Tools Equipment Safety in Dress making	
			Hour 2	Material Safety In Dress Making	
			Hour 3	Material Safety In Dress Making	
			Hour 4	Material Safety In Dress Making	
		Day 3	Hour 1	Scale measurement and unit conversion	
			Hour 2	Scale measurement and unit conversion	
			Hour 3	Scale measurement and unit conversion	
			Hour 4	Scale measurement and unit conversion	
		Day 4	Hour 1	Scale measurement and unit conversion	

			Hour 2	Scale measurement and unit conversion	
			Hour 3	Scale measurement and unit conversion	
			Hour 4	Scale measurement and unit conversion	
		Day 5	Hour 1	Scale measurement and unit conversion	
			Hour 2	Scale measurement and unit conversion	
			Hour 3	Introduction and kinds of sewing machines , its parts and their function	
			Hour 4	Introduction and kinds of sewing machines , its parts and their function	
Week 11	Introduction of sewing machines, their kinds and functions	Day 1	Hour 1	Introduction and kinds of sewing machines , its parts and their function	•Task 30 •Task 31 <u>Details may be seen at Annexure-I</u>
			Hour 2	Introduction and kinds of sewing machines , its parts and their function	
			Hour 3	Introduction and kinds of sewing machines , its parts and their function	
			Hour 4	Introduction and kinds of sewing machines , its parts and their function	
		Day 2	Hour 1	Main Parts of sewing machine head , bed, and arm etc:	
			Hour 2	Main Parts of sewing machine head , bed, and arm etc:	

			Hour 3	Main Parts of sewing machine head , bed, and arm etc:	
			Hour 4	Main Parts of sewing machine head , bed, and arm etc:	
		Day 3	Hour 1	Main Parts of sewing machine head , bed, and arm etc:	
			Hour 2	Main Parts of sewing machine head , bed, and arm etc:	
			Hour 3	Main Parts of sewing machine head , bed, and arm etc:	
			Hour 4	Main Parts of sewing machine head , bed, and arm etc:	
		Day 4	Hour 1	Prevent maintenance of sewing machine	
			Hour 2	Prevent maintenance of sewing machine	
			Hour 3	Prevent maintenance of sewing machine	
			Hour 4	Prevent maintenance of sewing machine	
		Day 5	Hour 1	Prevent maintenance of sewing machine	
			Hour 2	Oiling , cleaning , and replacement of parts	
			Hour 3	Oiling , cleaning , and replacement of parts	
			Hour 4	Oiling , cleaning , and replacement of parts	
Week 12	Introduction of Needles	Day 1	Hour 1	Needle and its parts Needle Types	

	Baby Garments		Hour 2	Needle Sizes Eye Size	• Task 32 • Task 33 • Task 34 <u>Details may be seen at Annexure-I</u> Final Project
			Hour 3	Point Shape Thread Compatibility	
			Hour 4	Thimble Usage Needle Care	
		Day 2	Hour 1	Simple frock (Cutting , Stitching)	
			Hour 2	Simple frock (Cutting , Stitching)	
			Hour 3	Simple frock (Cutting , Stitching)	
			Hour 4	Simple frock (Cutting , Stitching)	
		Day 3	Hour 1	Simple frock (Cutting , Stitching)	
			Hour 2	Simple frock (Cutting , Stitching)	
			Hour 3	Simple frock (Cutting , Stitching)	
			Hour 4	Simple frock (Cutting , Stitching)	
		Day 4	Hour 1	Umbrella frock Cutting , Stitching)	
			Hour 2	Umbrella frock Cutting , Stitching)	
			Hour 3	Umbrella frock Cutting , Stitching)	
			Hour 4	Umbrella frock Cutting , Stitching)	
		Day 5	Hour 1	Umbrella frock Cutting , Stitching)	

			Hour 2	Umbrella frock Cutting , Stitching)	
			Hour 3	Umbrella frock Cutting , Stitching)	
			Hour 4	Umbrella frock Cutting , Stitching)	
Week 13	Ladies Garments	Day 1	Hour 1	Fashion Trends	•Task 35 •Task 36 <i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Fashion Trends	
			Hour 3	Fashion Trends	
			Hour 4	Fashion Trends	
		Day 2	Hour 1	Fashion Trends	
			Hour 2	Fashion Trends	
			Hour 3	Fashion Trends	
			Hour 4	Fashion Trends	
		Day 3	Hour 1	Fabric Selection	
			Hour 2	Fabric Selection	
			Hour 3	Pattern Making	
			Hour 4	Pattern Making	
		Day 4	Hour 1	Pattern Making	

			Hour 2	Cutting Techniques	
			Hour 3	Cutting Techniques	
			Hour 4	Fit and Sizing	
		Day 5	Hour 1	Fit and Sizing	
			Hour 2	Simple Pajama Cutting	
			Hour 3	Simple Pajama Cutting	
			Hour 4	Simple Pajama Stitching	
Week 14		Day 1	Hour 1	Simple Pajama Stitching	•Task 36 •Task 37 •Task 38 <u>Details may be seen at Annexure-I</u>
			Hour 2	Simple Pajama Stitching	
			Hour 3	Simple Pajama Stitching	
			Hour 4	Simple Pajama Stitching	
		Day 2	Hour 1	Chori Dar pajama Cutting	
			Hour 2	Chori Dar pajama Cutting	
			Hour 3	Chori Dar pajama Stitching	
			Hour 4	Chori Dar pajama Stitching	
		Day 3	Hour 1	Chori Dar pajama Stitching	
			Hour 2	Chori Dar pajama Stitching	

			Hour 3	Chori Dar pajama Stitching	
			Hour 4	Sharara Cutting	
		Day 4	Hour 1	Sharara Cutting	
			Hour 2	Sharara Cutting	
			Hour 3	Sharara Cutting	
			Hour 4	Sharara Stitching	
		Day 5	Hour 1	Sharara Stitching	
			Hour 2	Sharara Stitching	
			Hour 3	Sharara Stitching	
			Hour 4	Sharara Stitching	
Week 15	Ladies Garments Ladies Shalwar cutting & stitching On Brown Paper	Day 1	Hour 1	The Job given below is to be practice first on brown paper and then on Fabric	
			Hour 2	Body measurement for Ladies shalwar , Shirt	
			Hour 3	Brown Paper press before cutting	
			Hour 4	Ladies Shalwar Marking & Cutting on Brown Paper	
		Day 2	Hour 1	Ladies Shalwar Marking & Cutting on Brown Paper	
			Hour 2	Ladies Shalwar Stitching on Brown Paper	

	Ladies Shirt cutting & stitching On Brown Paper		Hour 3	Ladies Shalwar Stitching on Brown Paper	•Task 39 •Task 40 <u>Details may be seen at Annexure-I</u>
			Hour 4	Ladies Shalwar Stitching on Brown Paper	
		Day 3	Hour 1	Ladies Shalwar Stitching on Brown Paper	
			Hour 2	Ladies Shirt Front Marking & Cutting on Brown Paper	
			Hour 3	Ladies Shirt Front Marking & Cutting on Brown Paper	
			Hour 4	Ladies Shirt Front Marking & Cutting on Brown Paper	
		Day 4	Hour 1	Ladies Shirt Front Marking & Cutting on Brown Paper	
			Hour 2	Ladies Shirt Front Marking & Cutting on Brown Paper	
			Hour 3	Ladies Shirt Back Marking & Cutting on Brown Paper	
			Hour 4	Ladies Shirt Back Marking & Cutting on Brown Paper	
		Day 5	Hour 1	Ladies Shirt Sleeves Marking Cutting on Brown Paper	
			Hour 2	Ladies Shirt Neckline design cutting & Stitching on Brown Paper	
			Hour 3	Ladies Shirt Neckline design cutting & Stitching on Brown Paper	
			Hour 4	Ladies Shirt Neckline design cutting & Stitching on Brown Paper	
Week 16		Day 1	Hour 1	Ladies Shirt Neckline Back side cutting & Stitching on Brown Paper	

	Ladies Shalwar cutting & stitching On Fabric		Hour 2	Ladies Shirt Body Stitching on Brown Paper	•Task 40 •Task 41 <u>Details may be seen at Annexure-I</u>
			Hour 3	Ladies Shirt hem/Daman folding on Brown Paper	
			Hour 4	Ladies Shirt Sleeve attachment with body on Brown Paper	
		Day 2	Hour 1	Ladies Shalwar & Shirt Finishing	
			Hour 2	Ladies Shalwar & Shirt Finishing	
			Hour 3	Ladies Shalwar & Shirt Press	
			Hour 4	Ladies Shalwar & Shirt Packing	
		Day 3	Hour 1	Body measurement for Ladies shalwar , Shirt	
			Hour 2	Press Fabric before cutting	
			Hour 3	Ladies Shalwar Marking & Cutting on Fabric	
			Hour 4	Ladies Shalwar Marking & Cutting on Fabric	
		Day 4	Hour 1	Ladies Shalwar Stitching on Fabric	
			Hour 2	Ladies Shalwar Stitching on Fabric	
			Hour 3	Ladies Shalwar Stitching on Fabric	
			Hour 4	Ladies Shalwar Stitching on Fabric	
		Day 5	Hour 1	Ladies Shirt Front Marking & Cutting on Fabric	

	Ladies Shirt cutting & stitching On Fabric		Hour 2	Ladies Shirt Front Marking & Cutting on Fabric	
			Hour 3	Ladies Shirt Front Marking & Cutting on Fabric	
			Hour 4	Ladies Shirt Front Marking & Cutting on Fabric	
Week 17		Day 1	Hour 1	Ladies Shirt Front Marking & Cutting on Fabric	•Task 41 <i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Ladies Shirt Back Marking & Cutting on Fabric	
			Hour 3	Ladies Shirt Back Marking & Cutting on Fabric	
			Hour 4	Ladies Shirt Sleeves Marking Cutting on Fabric	
		Day 2	Hour 1	Ladies Shirt Neckline design cutting & Stitching on Fabric	
			Hour 2	Ladies Shirt Neckline design cutting & Stitching on Fabric	
			Hour 3	Ladies Shirt Neckline design cutting & Stitching on Fabric	
			Hour 4	Ladies Shirt Neckline Back side cutting & Stitching on Fabric	
		Day 3	Hour 1	Ladies Shirt Body Stitching on Fabric	
			Hour 2	Ladies Shirt hem/Daman folding on Fabric	
			Hour 3	Ladies Shirt Sleeve attachment with body on Fabric	
			Hour 4	Embellishment	

		Day 4	Hour 1	Embellishment		
			Hour 2	Embellishment		
			Hour 3	Embellishment		
			Hour 4	Embellishment		
		Day 5	Hour 1	Embellishment		
			Hour 2	Ladies Shalwar & Shirt Finishing		
			Hour 3	Ladies Shalwar & Shirt Press		
			Hour 4	Ladies Shalwar & Shirt Packing		
Week 18	Main problem of Sewing Machine	Day 1	Hour 1	Presser Foot Issues	• Task 42 <u>Details may be seen at Annexure-I</u>	
			Hour 2	Bobbin Thread Tension		
			Hour 3	Timing Adjustment		
			Hour 4	Lubrication Issues		
		Day 2	Hour 1	Motor Problems		
			Hour 2	Stitch Length Variation		
			Hour 3	Thread Trimming Problem		
			Hour 4	Bobbin Case Problems		
		Day 3	Hour 1	Needle Alignment		

			Hour 2	Thread Tension Issues	
			Hour 3	Feed Dog Problems	
			Hour 4	Needle Plate Damage	
		Day 4	Hour 1	Thread Knotting	
			Hour 2	Bobbin Winding Problems	
			Hour 3	Fabric Jamming	
			Hour 4	Uneven Stitching	
		Day 5	Hour 1	Needle Breakage	
			Hour 2	Skipped Stitches	
			Hour 3	Bird nesting	
			Hour 4	Thread Breakage	
Week 19	Men's Garments	Day 1	Hour 1	The Job given below is to be practice first on brown paper and then on Fabric	
			Hour 2	Body measurement for men's shalwar , Shirt	
			Hour 3	Gents Shalwar Marking & Cutting on Brown Paper	
			Hour 4	Gents Shalwar Marking & Cutting on Brown Paper	
		Day 2	Hour 1	Gents Shalwar Stitching on Brown Paper	
	Men's Shalwar cutting & stitching On Brown Paper				

	Men's Shirt cutting & stitching On Brown Paper		Hour 2	Gents Shalwar Stitching on Brown Paper	•Task 43 •Task 44 <u>Details may be seen at Annexure-I</u>
			Hour 3	Gents Shalwar Stitching on Brown Paper	
			Hour 4	Gents Shalwar Stitching on Brown Paper	
		Day 3	Hour 1	Men's Shirt Front Marking & Cutting on Brown Paper	
			Hour 2	Men's Shirt Front Marking & Cutting on Brown Paper	
			Hour 3	Men's Shirt Front Marking & Cutting on Brown Paper	
			Hour 4	Men's Shirt Front Marking & Cutting on Brown Paper	
		Day 4	Hour 1	Men's Shirt Front Marking & Cutting on Brown Paper	
			Hour 2	Men's Shirt Back Marking & Cutting on Brown Paper	
			Hour 3	Men's Shirt Back Marking Cutting on Brown Paper	
			Hour 4	Men's Shirt Sleeves Marking Cutting on Brown Paper	
		Day 5	Hour 1	Men's Shirt Across Back Marking Cutting on Brown Paper	
			Hour 2	Ironing Interfacing inside the Button Take of man's shirt on Brown Paper	
			Hour 3	Ironing Interfacing inside the Front Strip of man's shirt on Brown Paper	
			Hour 4	Ironing Interfacing inside the Collar of man's shirt on Brown Paper	

Week 20		Day 1	Hour 1	Ironing Interfacing inside the Cuff of man's shirt on Brown Paper	•Task 44 <u>Details may be seen at Annexure-I</u>
			Hour 2	Ironing Interfacing inside the chalk Strip of man's shirt on Brown Paper	
			Hour 3	Ironing Interfacing inside the Front Pocket of man's shirt on Brown Paper	
			Hour 4	Ironing the Side Pocket of man's shirt on Brown Paper	
		Day 2	Hour 1	Ironing Interfacing inside the cuff of man's shirt on Brown Paper	
			Hour 2	Men's Shirt Button Take and front Strip Stitching on Brown Paper	
			Hour 3	Men's Shirt Front Pocket Stitching on Brown Paper	
			Hour 4	Men's Shirt Across Back Stitching on Brown Paper	
		Day 3	Hour 1	Men's Shirt hem/Daman folding on Brown Paper	
			Hour 2	Men's Shirt Chalk Strip Stitching on Brown Paper	
			Hour 3	Men's Shirt Sleeve attachment with body on Brown Paper	
			Hour 4	Men's Shirt sides Stitching and Over lock on Brown Paper	
		Day 4	Hour 1	Men's Shirt Side Pocket Stitching on Brown Paper	
			Hour 2	Men's Shirt Cuff Stitching on Brown Paper	
			Hour 3	Men's Shirt Collar Stitching on Brown Paper	

			Hour 4	Men's Shirt Button Hole Stitching on Brown Paper	
			Day 5	Hour 1	Buttoning a men's shirt on Brown Paper
				Hour 2	Men's Shalwar & Shirt Finishing
				Hour 3	Men's Shalwar & Shirt Press
				Hour 4	Men's Shalwar & Shirt Packing
Week 21	Men's Garments	Day 1	Hour 1	Body measurement for men's shalwar , Shirt	• Task 45 <u>Details may be seen at Annexure-I</u>
			Hour 2	Fabric press before cutting	
			Hour 3	Gents Shalwar Marking & Cutting on Cloth	
			Hour 4	Gents Shalwar Marking & Cutting on Cloth	
	Men's Shalwar cutting & stitching On Fabric	Day 2	Hour 1	Gents Shalwar Stitching on Cloth	
			Hour 2	Gents Shalwar Stitching on Cloth	
			Hour 3	Gents Shalwar Stitching on Cloth	
			Hour 4	Gents Shalwar Stitching on Cloth	
		Day 3	Hour 1	Men's Shirt Front Marking & Cutting on Cloth	
			Hour 2	Men's Shirt Front Marking & Cutting on Cloth	
			Hour 3	Men's Shirt Front Marking & Cutting on Cloth	
			Hour 4	Men's Shirt Front Marking & Cutting on Cloth	
	Men's Shirt cutting & stitching On Fabric				

		Day 4	Hour 1	Men's Shirt Front Marking & Cutting on Cloth	
			Hour 2	Men's Shirt Back Marking & Cutting on Cloth	
			Hour 3	Men's Shirt Back Marking Cutting on Cloth	
			Hour 4	Men's Shirt Sleeves Marking Cutting on Cloth	
		Day 5	Hour 1	Men's Shirt Across Back Marking Cutting on Cloth	
			Hour 2	Ironing Interfacing inside the Button Take of man's shirt on Cloth	
			Hour 3	Ironing Interfacing inside the Front Strip of man's shirt on Cloth	
			Hour 4	Ironing Interfacing inside the Collar of man's shirt on Cloth	
Week 22	Men's Shirt cutting & stitching On Fabric	Day 1	Hour 1	Ironing Interfacing inside the Cuff of man's shirt on Cloth	• Task 45
			Hour 2	Ironing Interfacing inside the chalk Strip of man's shirt on Cloth	
			Hour 3	Ironing Interfacing inside the Front Pocket of man's shirt on Cloth	
			Hour 4	Ironing the Side Pocket of man's shirt on Cloth	
		Day 2	Hour 1	Ironing Interfacing inside the cuff of man's shirt on Cloth	
			Hour 2	Men's Shirt Button Take and front Strip Stitching on Cloth	
			Hour 3	Men's Shirt Front Pocket Stitching on Cloth	

			Hour 4	Men's Shirt Across Back Stitching on Cloth	<u>Details may be seen at Annexure-I</u>
			Day 3	Hour 1	
				Hour 2	
				Hour 3	
				Hour 4	
		Day 4	Hour 1	Men's Shirt Side Pocket Stitching on Cloth	
			Hour 2	Men's Shirt Cuff Stitching on Cloth	
			Hour 3	Men's Shirt Collar Stitching on Cloth	
			Hour 4	Men's Shirt Button Hole Stitching on Cloth	
		Day 5	Hour 1	Buttoning a men's shirt on Cloth	
			Hour 2	Men's Shalwar & Shirt Finishing	
			Hour 3	Men's Shalwar & Shirt Press	
			Hour 4	Men's Shalwar & Shirt Packing	
		Day 1	Hour 1	Adaptability	
			Hour 2	Technical Skills	
			Hour 3	Creativity	

			Hour 4	Attention to Detail	
		Day 2	Hour 1	Trend Awareness	
			Hour 2	Color Theory	
			Hour 3	Fabric Knowledge	
			Hour 4	Sketching and Illustration	
		Day 3	Hour 1	Computer-Aided Design (CAD	
			Hour 2	Communication Skills	
			Hour 3	Marketing and Branding	
			Hour 4	Networking	
		Day 4	Hour 1	Business Management	
			Hour 2	Market Research	
			Hour 3	Social Media Savvy	
			Hour 4	Customer Service Skills	
		Day 5	Hour 1	Time Management	
			Hour 2	Time Management	
			Hour 3	Financial Literacy	
			Hour 4	Brand Identity	

Week 24	Final Assessment and Project	Day 1	Hour 1	Final Assessment and Project	Final Assessment and Final Project
			Hour 2	Final Assessment and Project	
			Hour 3	Final Assessment and Project	
			Hour 4	Final Assessment and Project	
		Day 2	Hour 1	Final Assessment and Project	
			Hour 2	Final Assessment and Project	
			Hour 3	Final Assessment and Project	
			Hour 4	Final Assessment and Project	
		Day 3	Hour 1	Final Assessment and Project	
			Hour 2	Final Assessment and Project	
			Hour 3	Final Assessment and Project	
			Hour 4	Final Assessment and Project	
		Day 4	Hour 1	Final Assessment and Project	
			Hour 2	Final Assessment and Project	
			Hour 3	Final Assessment and Project	
			Hour 4	Final Assessment and Project	

		Day 5	Hour 1	Final Assessment and Project	
			Hour 2	Final Assessment and Project	
			Hour 3	Final Assessment and Project	
			Hour 4	Final Assessment and Project	

Tasks for Certificate in Fashion Designing and Dress Making

Task No.	Task	Description	Week
1.	Health Safety and SOP's	Make a report on health safety and SOP's	Week 1
2.	Color Wheel	Draw and Prepare a Color Wheel	Week 1
3.	Rainbow Color Wheel	Draw and Prepare a Color Wheel with Tints and Shades	Week 1
4.	Warm and Cool Colors	Create a visual composition exploring the emotional impact of warm and cool colors	Week 1
5.	Color Scheme	Design a poster showcasing contrasting color schemes to evoke different emotions	Week 2
6.	Tint and Shades	Design a visual composition demonstrating the effect of tints and shades on the perception of depth and mood in a given subject	Week 2
7.	Taking Measurement (Male)	Take measurement of human body (Male)	Week 3
8.	Taking Measurement (Female)	Take measurement from human body/dress (Male)	Week 3
9.	Taking Measurement (Kids)	Take measurement of human body (Kids)	Week 3
10.	Basic Bodice Block (Female)	Design and create a Female basic bodice block pattern, incorporating accurate standard measurement and seam allowance	Week 3
11.	Basic Bodice Block (Male)	Design and create a Male basic bodice block pattern, incorporating accurate standard measurement and seam allowance	Week 3
12.	Basic Bodice Block (Kids)	Design and create a Kids basic bodice block pattern, incorporating accurate standard measurement and seam allowance	Week 4
13.	Skirt Pattern	Design and create a basic skirt pattern, then explore various design variations	Week 4
14.	Basic Sleeve Block	Create a pattern of basic sleeve block with accurate standard measurements and seam allowance	Week 4
15.	Puff Sleeve	Create a pattern of puff sleeve with standard measurements and seam allowance	Week 4
16.	Tulip Sleeve	Create a pattern of tulip sleeve with standard measurements and seam allowance	Week 5
17.	Flared Sleeve	Create a pattern of flared sleeve with standard measurements and seam allowance	Week 5

18.	Mandarin/band Collar	Design and construct top(with panels) with mandarin/ band collar with standard measurement and seam allowance	Week 5
19.	Two-piece collar	Design and construct two piece collar with standard measurement and seam allowance	Week 5
20.	Flared Collar	Design and construct flared collar with standard measurement and seam allowance	Week 6
21.	Basic Skirt Block	Create a basic skirt block with standard measurements and seam allowance	Week 6
22.	Variations of skirt	Design and create a variations of skirt with standard measurements and seam allowance given below: • A-Line Skirt • Straight Skirt - Circular Skirt	Week 6
23.	Tie and Dye and its techniques	Create a tie and dye on fabric using various techniques such as: • Single Color Dye • Multi-Color Dye • Twisting • Knotting • Pleating • Swirl • Web knotting etc.	Week 7
24.	Felt tipped fabric pens and crayons	Create a mixed-media artwork using felt tipped fabric pens and crayons, exploring the interaction between the two medium and their effects on different surfaces	Week 8
25.	Fabric Painting	Design a fabric painting project using fabric paint, exploring various techniques	Week 8
26.	Fashion Figure	Create a series of fashion figure featuring both male and female figures	Week 8
27.	Facial Features	Create a series of facial feature focusing on diverse expressions, proportions and angles	Week 9
28.	Tools, Equipment and Safety in Dress Making	Make a report on safety precaution and SOP's for Dress Making	Week 10
29.	Tools, Equipment and Safety in Dress Making	Draw and Label tools and equipment used in dress making	Week 10
30.	Introduction of Sewing Machine	Draw and Label sewing machine and its part used in dress making	Week 11
31.	Maintenance of Sewing Machine	Make a report on maintenance of sewing machine	Week 11
32.	Introduction of Needles	Draw, label and mentions its use • Needles, its types and its parts • Thimble and its use	Week 12
33.	Simple Frock	Create pattern, cut and sew a simple frock with standard measurement and finishing	Week 12

34.	Umbrella Frock	Create pattern, cut and sew a umbrella frock with standard measurement and finishing	Week 12
35.	Fashion Terms	Make a report on: • Fashion Trends • Fabric Selection • Pattern Making • Cutting Techniques • Fit and Sizing	Week 13
36.	Simple Pajama	Create pattern, cut and sew a simple pajama with standard measurement and finishing	Week 13 Week 14
37.	Chori Dar Pajama	Create pattern, cut and sew a Chori dar pajama with standard measurement and finishing	Week 14
38.	Sharara Stitching	Create pattern, cut and sew a Sharara with standard measurement and finishing	Week 14
39.	Ladies Shalwar (on brown paper)	Create pattern, cut, sew and press a ladies shalwar (on brown paper) with standard measurement and finishing	Week 15
40.	Ladies Shirt (on brown paper)	Create pattern, cut, sew and press a ladies shirt (on brown paper) with standard measurement and finishing	Week 15 Week 16
41.	Ladies Shalwar Kameez (on fabric)	Create pattern, cut, sew and embellish a ladies shalwar kameez (on fabric) with standard measurement and finishing	Week 16 Week 17
42.	Main Problems of Sewing Machine	Make a report on the main problems and issues of sewing machine	Week 18
43.	Gents Shalwar (on brown paper)	Create pattern, cut, sew and press a gents shalwar (on brown paper) with standard measurement and finishing	Week 19
44.	Gents Shirt (on brown paper)	Create pattern, cut, sew and press a gents shirt (on brown paper) with standard measurement and finishing	Week 19 Week 20
45.	Gents Shalwar Kameez (on fabric)	Create pattern, cut and sew a ladies shalwar kameez (on fabric) with standard measurement and finishing	Week 21 Week 22

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for employee's success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

4. Appearance:

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are, can last a life time

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Takes an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions.

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF SUCCESS STORY

S.No	Key Information	Detail/Description
1.	Self & Family background	• Self-introduction • Family background and socio economic status, • Education level and activities involved in • Financial hardships etc
2.	How he came on board NAVTTC Training/ or got trained through any other source	• Information about course, apply and selection • Course duration, trade selection • Attendance, active participation, monthly tests, interest in lab work
3.	Post training activities	• How job / business (self-employment) was set up • How capital was managed (loan (if any) etc). Detail of work to share i.e. where is job or business being done; how many people employed (in case of self-employment/ business) • Monthly income or earnings and support to family • Earning a happy life than before
4.	Message to others (under training)	• Take the training opportunity seriously • Impose self-discipline and ensure regularity • Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person Audio video recording that has to cover the above-mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning per month etc) and narrates his/her story in teacher's own motivational words.