

# Competency Based Training (CBT) Curriculum Guide for Embroidery Machine Operator

[Market Oriented Short Term (MOST), Modular Curriculum]

**Developed by**



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## 1 INTRODUCTION

The TVET system has a large role to play in economic growth and social development as workforce provider to the labor market and as provider of skills to those who are looking for employment. In the case of Bangladesh, the TVET sector needs major reforms to ensure that issues of quality and capacity, relevance, and access are properly addressed.

This curriculum guide is designed and developed using competency based training (CBT) approach with the aim of producing skilled human resources for respective trade and occupation. This is based on the tasks to be performed for Embroidery Machine Operator. The modules are included in course structure section of this curriculum guide. The training methodology is learner friendly where theoretical inputs, demonstration, guided and individual practices will be sufficiently provided to **master the skills at the industry standards**. Sufficient and updated tools and equipment will also be used during the training to provide hands on skills to the trainees. The curriculum guide is developed in consultation with the trainer, mid-level industry supervisors, and skilled workers. Training Institute for Technical Instruction (TITI) has been involved to develop the curriculum.

## 2 AIMS

The main aim of this training program is to produce medium level skilled workforce (semi-skilled workers) required for the RMG sector in the formal and informal sector and create better opportunities for employment and increased revenue.

## 3 OBJECTIVES

At the end of the training course, the trainees will be able to:

- Practice Occupational Health and Safety (OHS) Procedure;
- Apply fundamental skills of embroidery machine operation;
- Perform stitching works;
- Perform finishing works of embroidery.

## 4 DESCRIPTION

This is a competency based training package for the unemployed and underemployed workforce of Bangladesh. The curriculum is based on the tasks to be performed by the Embroidery Machine Operator. These tasks have been clustered into various modules. The modules are included in the 'Course Structure' section of this curriculum guide. Each task has been further analyzed to obtain Terminal Performance Objective (TPO), steps to perform the task, Enabling Objectives (EOs), duration and tools/equipment/materials required to perform the task.

The training methodology is learner centered where theoretical inputs, demonstration along with plenty of guided and individual practices will be provided to master the skills at the industry standards. Sufficient tools and equipment will also be used during the training to provide hands on skills to the trainees. The training produces competent embroidery machine operators.

## 5 COURSE STRUCTURE

| Job title: Embroidery Machine Operator |   |              |        | Time (hrs.)  |               |               |
|--|---|--------------|--------|--------------|---------------|---------------|
| S. N.                                  | Modules   | No. of Tasks | Nature | Th.          | Pr.           | Tot.          |
| 1.                                     | Practice Occupational Health and Safety (OHS) Procedure.  | 05           | T+P    | 2.50         | 3.50          | 6.00          |
| 2.                                     | Apply Fundamental Skills of Embroidery Machine Operation. | 04           | T+P    | 5.00         | 30.0          | 35.00         |
| 3.                                     | Perform Stitching Works.                                  | 18           | T+P    | 10.0         | 100.0         | 110.00        |
| 4.                                     | Perform Finishing Works of Embroidery.                    | 02           | T+P    | 1.00         | 8.00          | 9.00          |
| <b>All total:</b>                      |   | <b>29</b>    |        | <b>18.50</b> | <b>141.50</b> | <b>160.00</b> |

Timings are finalized subject to verification during implementation of training.

It should further be noted that although Health and Safety is dealt with as a separate module, the principles should be integrated into each task. It should be seen as a way of life and not an activity to be done during training only.

## 6 DURATION

Total duration of the training is **160 hours** excluding soft skills and On-the-Job Training (OJT)/Apprenticeship. The participants will be sent for wage employment after completion of the training. Only technical modules with occupational health and safety procedure have been considered under this duration..

## 7 TARGET GROUP

The target group of this training course will be dropped out youths from the formal schooling, job seekers/underemployed young men or women, disadvantaged people. Male and female both are entitled to receive this training. The basic education for the trainees would be grade-V or equivalent. Above 18 years of age trainees will be enrolled in the training course

## **8 GROUP SIZE**

A maximum group size for the training is 20. The training provider ensures adequate resources and safety.

## **9 TARGET LOCATION**

The training will be implemented in partnership with private training providers and industry led training situated in the different areas of the country..

## **10 MEDIUM OF INSTRUCTION**

The medium of instruction for this course will be Bangla but the trainees will be oriented on technical terminology in English.

## **11 PATTERN OF ATTENDANCE**

At least 90% attendance is required during the theory and practical classes to appear in the internal and final assessment.

## **12 FOCUS OF THE PROGRAM**

Since this course is a competency based training, the focus is given on the performance of the trainees rather than the theoretical input. Where practicable, at least 80% of the total training time is allocated for practical training and 20% for theory.

## **13 ENTRY CRITERIA**

The following criteria will be considered for the individual to enter into this training program:

- Education: Grade-V or equivalent
- Age: 18 years or above
- Physically and mentally fit

## **14 FOLLOW UP SUGGESTION**

The training providers who implement CBT program will build rapport with the employers to link graduates with the industries for employment.

Placement: Within one month after the completion of the training program, the graduates will be assisted in finding out the job relevant employment.

The follow-up will be done in two phases to measure the success in job. First follow-up will be done after three months of placement and the next follow up will be done after six months of placement in the job.

## **15 CERTIFICATE REQUIREMENT**

Training service provider will certify the graduates as an Embroidery Machine Operator after successful completion of the training program through systematic skills testing. Certification can also be linked to the Bangladesh Technical and Education Board (BTEB) at the relevant National Technical and Vocational Qualification Framework (NTVQF) level through recognition of prior learning (RPL).

## **16 TRAINEES EVALUATION DETAILS**

Module wise evaluation will be conducted to ensure the performance of the learners. Additionally, final testing will be done to evaluate the participants at the end of the training course. Trainees must secure 100% marks in practical and 60% marks in theoretical examination.

## **17 TRAINERS' QUALIFICATION**

Preference will be given to the trainer's having the following criteria:

- Minimum three years' experience in the respective occupation;
- Working experience as an instructor/trainer and
- Trade course/diploma/graduates.

## **18 TRAINER-TRAINEES RATIO**

- For theoretical class, trainer and trainees ratio should be 1:20
- For practical class, trainer and trainees ratio should be 1:10

## **19 SUGGESTION FOR INSTRUCTION**

Where practicable:

- At least 80% time of the course will be allocated for practical purpose
- Maximum 20% time of the course will be allocated for theoretical purpose
- Follow the safety rules
- Create a friendly learning environment
- Arrange the materials and equipment at the right place
- Trainer/Instructor will be available in the training classes/labs in time
- Take attendance of participants
- Learner centered training
- Encourage the participants to speak
- Arrange question and answer (Q&A) sessions
- Make plans for classroom / workshop instructions

**20 PREPARE LESSON PLANS FOR THEORETICAL AND PRACTICAL CLASSES  
LIST OF MODULES AND SUB MODULES**

**Module 1: Practice Occupational Health and Safety (OHS) Procedure;**

**Module 2: Apply Fundamental Skills of Embroidery Machine Operation;**

**Module 3: Perform Stitching Works;**

**Module 4: Perform Finishing Works of Embroidery;**

**21 MODULE SEQUENCE**



**22 DETAILS OF MODULES AND SUB MODULES:**

**Module-1:**  
**Practice Occupational Health and  
Safety (OHS) Procedure**

**22.1 Module-1: Practice Occupational Health and Safety Procedure**

|    |   |  |             |             |             |
|----|---|--|-------------|-------------|-------------|
|    | <b>Description:</b> This module deals with the knowledge and skills required for an Embroidery Machine Operator to apply health and safety procedures at the work place.  |  | Hours       |             |             |
|    | <b>Module outcomes:</b> After completion of this module, trainees will be able to:  |  | <b>Th</b>   | <b>Pr</b>   | <b>Tot.</b> |
|    | <ul style="list-style-type: none"> <li>Follow Safety Sign and Regulations;</li> <li>Apply Personal Protective Equipment;</li> <li>Control House-Keeping Hazards;</li> <li>Apply First Aid on Minor Injuries;</li> <li>Control Electrical Hazards.</li> </ul>  |  | <b>2.50</b> | <b>3.50</b> | <b>6.00</b> |
|    |   |  |             |             |             |
| 1. | <b>Task:</b> Follow Safety Sign and Regulations   | <b>Terminal Performance Objective (TPO):</b>   | Th.         | Pr.         | Tot.        |
|    |   | <b>Given:</b> Simulated situation  | 0.50        | 0.50        | 1.00        |
|    |   | <b>What:</b> Follow safety sign and regulations.   |             |             |             |
|    |   | <b>How well:</b>   |             |             |             |
|    |   | <ul style="list-style-type: none"> <li>All safety signs and regulations must be followed in the workplace.</li> </ul>  |             |             |             |
|    | <b>Steps:</b>   | <b>Enabling objectives:</b>  |             |             |             |
|    | <ol style="list-style-type: none"> <li>Collect the safety signs, emergency exit plan and list of rules and regulation.</li> <li>Display safety sign at eye level.</li> <li>Hang the safety sign and visual aids at visible place.</li> <li>Explain the application of safety sign and regulation.</li> <li>Provide the safety sign and regulation to the trainees.</li> <li>Maintain the emergency exit useable.</li> </ol> | <ul style="list-style-type: none"> <li>Explain the purposes of safety signs.</li> <li>State the necessity to follow the safety rules and regulation.</li> <li>Explain the types of safety signs in the workplace.</li> <li>List the safety sign and regulation.</li> <li>Use the all safety items and rules.</li> <li>Explain the emergency exit way.</li> </ul> |             |             |             |

|  |   |  |      |      |      |
|--|---|--|------|------|------|
|  | 7. Preserve the safety sign and regulation.   |  |      |      |      |
| <p><b>Tools/equipment/materials required:</b> Different Safety sign chart, visual aids, danger zone area indicators and rules &amp; regulation charts.</p> <p><b>PPE:</b> Apron, Mask, Hair scarf/Cap, Air plug.</p> |   |  |      |      |      |
| 2.   | <b>Task:</b> Apply Personal Protective Equipment.   | <b>Terminal Performance Objective (TPO):</b>   | Th.  | Pr.  | Tot. |
|  |   | <p><b>Given:</b> Protective equipment</p> <p><b>What:</b> Apply personal protective equipment.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• The status of the protective materials must be checked while working.</li> <li>• Safety materials such as Apron, Mask, Hair scarf/Cap, Air plug must be worn.</li> </ul> | 0.50 | 1.00 | 1.50 |
|  | <b>Steps:</b>   | <b>Enabling objectives:</b>  |      |      |      |
|  | <ol style="list-style-type: none"> <li>1. Collect the personal protective equipment.</li> <li>2. Check the condition of protective equipment.</li> <li>3. Use the protective equipment</li> <li>4. Maintenance the protective equipment.</li> <li>5. Preserve the protective equipment in organized way at safe place.</li> </ol> | <ul style="list-style-type: none"> <li>• Explain about the uses of protective equipment</li> <li>• Explain how to use the protective equipment</li> <li>• Explain the positive and negative side of uses the protective equipment</li> <li>• List the protective equipment</li> </ul>  |      |      |      |
| <p><b>Tools/equipment/materials required:</b> Workplace Safety Guidelines, Fire Extinguisher, Safety Signs, Tools, Equipment and Workplace Layout.</p> <p><b>PPE:</b> Apron, Mask, Hair scarf/Cap, Air plug.</p>     |   |  |      |      |      |
| 3.   | <b>Task:</b> Apply First Aid on Minor   | <b>Terminal Performance</b>  | Th.  | Pr.  | Tot. |

|    |   |  |  |                 |                  |
|----|---|--|--|-----------------|------------------|
|    | Injuries  | <b>Objective (TPO):</b><br><br><b>Given:</b> A simulated victim.<br><br><b>What:</b> Apply first aid on minor injuries.<br><br><b>How well:</b> <ul style="list-style-type: none"> <li>Insured person is isolated from the crowd.</li> <li>Information of accident given to the administration.</li> </ul> | 0.50   | 2.50            | 3.00             |
|    | <b>Steps:</b> <ol style="list-style-type: none"> <li>Isolate the injured person safely.</li> <li>Collect first aid box.</li> <li>Clean the injured area.</li> <li>Dress the insured portion.</li> <li>Apply necessary medicine as required.</li> <li>Inform to the administration.</li> <li>Restore the first aid box.</li> </ol> | <b>Enabling objectives:</b> <ul style="list-style-type: none"> <li>Define minor injury.</li> <li>Explain how to isolate injured person safely.</li> <li>Describe precaution to be taken while applying first aid on minor injuries.</li> <li>Explain the procedure of first aid treatment.</li> </ul>      | <b>Tools/equipment/materials required:</b> Simulated Victim and First Aid Box. |                 |                  |
| 4. | <b>Task:</b> Control House-Keeping Hazards.   | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b> Simulated situation<br><br><b>What:</b> Control house-keeping hazards.<br><br><b>How well:</b> <ul style="list-style-type: none"> <li>Tools, equipment and safety materials of workplace must be placed in order.</li> </ul>             | Th.<br><br>0.50  | Pr.<br><br>0.50 | Tot.<br><br>1.00 |

|    |   |  |             |             |              |
|----|---|--|-------------|-------------|--------------|
|    |   | <ul style="list-style-type: none"> <li>The periodical maintenance of tools, equipment and safety materials of workplace must be done.</li> </ul>   |             |             |              |
|    | <b>Steps:</b><br><ol style="list-style-type: none"> <li>List the expected hazards exist in workplace.</li> <li>Place the tools and equipment in workplace following organized way.</li> <li>Follow up the periodic maintenance of tools and equipment.</li> <li>Handle the tools and equipment carefully.</li> <li>Check the faulty tools and equipment</li> <li>Dispose the wastage/ outdated tools &amp; equipment from workplace.</li> </ol> | <b>Enabling objectives:</b><br><ul style="list-style-type: none"> <li>Define house-keeping hazards.</li> <li>Identify the types of housekeeping hazards.</li> <li>Explain the necessity of keeping the house neat and clean (including dinning place, washroom/toilets, store and exit path).</li> <li>Understand safety precautions to be taken for housekeeping hazards.</li> <li>List the expected house-keeping hazards in the workplace.</li> </ul> |             |             |              |
|    | <b>Tools/equipment/materials required:</b> Workplace Safety Guidelines, Fire Extinguisher, Safety Signs, Tools, Equipment and Workplace Layout.<br><b>PPE:</b> Apron, Mask, Hair scarf/Cap, Air plug.   |  |             |             |              |
| 5. | <b>Task:</b> Control Electrical Hazards.  | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b> Work place situation (real/simulation)<br><br><b>What:</b> Control Electrical Hazards<br><br><b>How well:</b><br><br><ul style="list-style-type: none"> <li>Electrical hazards are identified.</li> <li>Safety precautions must be taken for electrical hazards.</li> </ul>  | Th.<br>0.50 | Pr.<br>0.50 | Tot.<br>1.00 |
|    | <b>Steps:</b><br><ol style="list-style-type: none"> <li>Check the tools and machinery before working.</li> <li>Follow up the regular and</li> </ol>   | <b>Enabling objectives:</b><br><ul style="list-style-type: none"> <li>Explain cause of electrical fire hazards.</li> <li>Explain about electrical short circuit.</li> </ul>  |             |             |              |

|   |   |  |
|---|---|--|
|   | <p>periodical maintenance of electrical tools, equipment and appliance.</p> <ol style="list-style-type: none"> <li>3. Locate the place of fire extinguisher.</li> <li>4. Apply fire extinguisher during small electric fire.</li> <li>5. Check the availability of fire extinguishers, sands buckets/ reserver.</li> <li>6. Inform the administration, police and fire station for mass electric fire.</li> </ol> | <ul style="list-style-type: none"> <li>• Explain control of electrical fire hazards.</li> <li>• List the types of electrical hazards.</li> </ul> |
| <p><b>Tools/equipment/materials required:</b> PPE like fire Extinguisher, Sand, vacuum cleaner/hand blower etc.</p> |   |  |

**Module-2:**  
**Apply Fundamental Skills of  
Embroidery Machine Operation**

| 22.2 Module-2: Apply Fundamental Skills of Embroidery Machine Operation |   |  |                |                          |                           |                            |
|---|---|--|----------------|--------------------------|---------------------------|----------------------------|
|   | <b>Description:</b> This module deals with the fundamental works of embroidery machine operation.   |  |                | Hours                    |                           |                            |
|   | <b>Module outcomes:</b> After completion of this module, trainees will be able to: <ul style="list-style-type: none"> <li>• Draw design of different patterns;</li> <li>• Trace the design onto fabric;</li> <li>• Operate embroidery machine;</li> <li>• Maintain tools and equipment.</li> </ul>  |  |                | <b>Th.</b><br><b>5.0</b> | <b>Pr.</b><br><b>30.0</b> | <b>Tot.</b><br><b>35.0</b> |
|   |   |  |                |                          |                           |                            |
| 1   | <b>Task:</b> Draw design of different patterns.   | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b> Sample design and different patterns.<br><br><b>What:</b> Draw design of different patterns.<br><br><b>How well:</b> <ul style="list-style-type: none"> <li>• The paper is tapped before drawing.</li> <li>• The drawn design is as per the given sample.</li> </ul> | Th.<br><br>1.0 | Pr.<br><br>5.0           | Tot.<br><br>6.0           |                            |
|   | <b>Steps:</b> <ol style="list-style-type: none"> <li>1. Collect required tools, materials, sample design and different patterns.</li> <li>2. Identify the drawing area.</li> <li>3. Place paper on the drawing area.</li> <li>4. Tape the paper on the drawing area.</li> <li>5. Start drawing from one corner using pencil.</li> <li>6. Complete the drawing by moving the pencil gently.</li> <li>7. Overwrite the drawing</li> </ol> | <b>Enabling objectives:</b> <ul style="list-style-type: none"> <li>• Explain the types of pencil and paper used for drawing.</li> <li>• Explain the different types of design.</li> <li>• Explain the steps to draw design.</li> </ul>   |                |                          |                           |                            |

|   |  |   |                |                |                 |
|---|--|---|----------------|----------------|-----------------|
|   | using pen.<br>8. Keep the record of design.<br>9. Re-store the tools, materials, sample design and different patterns. |   |                |                |                 |
| <b>Tools/equipment/materials required:</b> Sample design and different patterns, Pen, Pencil, Paper<br><b>PPE:</b> Apron, Needle Guard  |  |   |                |                |                 |
| 2   | <b>Task:</b> Trace the design onto fabric.   | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b> Any fabric and design, 'Prick and Pounce' design transfer method guide.<br><br><b>What:</b> Trace the design on fabric<br><br><b>How well:</b> <ul style="list-style-type: none"> <li>• The design is transferred as per the given design using 'Prick and Pounce' design transfer method.</li> <li>• Dots are joined up.</li> <li>• No damage seen after transferring the design on the fabric.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>7.0 | Tot.<br><br>7.5 |
| <b>Steps:</b> <ol style="list-style-type: none"> <li>1. Collect tools, design, fabric and materials.</li> <li>2. Put the design on a soft-material on smooth table.</li> <li>3. Prick the pattern following the design lines about 3mm apart using a pricker or sharp embroidery needle.</li> <li>4. Put the chosen fabric on an embroidery frame.</li> </ol> |  | <b>Enabling objectives:</b> <ul style="list-style-type: none"> <li>• State different types of design transferring methods on fabric.</li> <li>• Discuss the precaution to be taken while tracing the design on fabric by 'Prick and Pounce' design transfer method.</li> <li>• Explain the procedure to trace the design on fabric by 'Prick and Pounce' design transfer method.</li> </ul>   |                |                |                 |

|   |  |  |                |                 |                  |
|---|--|--|----------------|-----------------|------------------|
|   | <ol style="list-style-type: none"> <li>5. Place the design onto the fabric.</li> <li>6. Pin in four corners of the design.</li> <li>7. Dip a soft pounce pad lightly in the pounce powder.</li> <li>8. Shake off the excess powder.</li> <li>9. Push the power through the holes in the pricking using from circular movements.</li> <li>10. Remove the pins without moving the pricking.</li> <li>11. Lift the pricking straight upwards.</li> <li>12. Blow gently across the surface to remove any excess pounce powder.</li> <li>13. Join up the dots with a colored pencil (for light colored fabric) and paint and a brush (for dark colored or textured fabric).</li> <li>14. Bang off the powder to leave the finished transferred design.</li> <li>15. Restore the tools and materials.</li> <li>16. Clean the workplace.</li> </ol> |  |                |                 |                  |
| <p><b>Tools/equipment/materials required:</b> Tracing paper, Pricker, Pounce Powder, Pounce Pad, Pins and Color Pencil, Design, Fabric.</p> <p><b>PPE:</b> Apron, Mask, Hair scarf/Cap.</p> |  |  |                |                 |                  |
| 3   | <p><b>Task:</b> Operate embroidery machine.</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Embroidery machine in an industrial setting with user's manual.</p> <p><b>What:</b> Operate embroidery machine.</p> | Th.<br><br>2.0 | Pr.<br><br>12.0 | Tot.<br><br>14.0 |

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Tension of thread is balanced.</li> <li>• Stitch is uniform as per design.</li> <li>• Machine does not make odd noise.</li> <li>• Extra thread is trimmed.</li> <li>• Machine is set as per user's manual.</li> </ul>  |  |  |  |
|  | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Open the cover of embroidery machine.</li> <li>2. Clean the machine using brush.</li> <li>3. Sit on the working stool.</li> <li>4. Set needle in the needle bar.</li> <li>5. Place one spool of thread onto one thread peg in the top right corner of the machine.</li> <li>6. Pull a length of thread that is approximately 12 inches long from the spool.</li> <li>7. Fill the bobbin with thread using bobbin winder.</li> <li>8. Set the bobbin case in rotary hook.</li> <li>9. Insert thread into needle.</li> <li>10. Adjust tension of thread.</li> <li>11. Switch ON the machine.</li> <li>12. Bring thread of bobbin on the front side.</li> <li>13. Place jhut fabric under needle bar.</li> <li>14. Start the machine with the help of toes.</li> <li>15. Adjust needle and tension of thread.</li> <li>16. Wipe out the excess lubricants with the soft</li> </ol> | <p><b>Enabling objectives:</b></p> <ul style="list-style-type: none"> <li>• Describe the functions of embroidery machine.</li> <li>• Identify different parts/components of embroidery machine.</li> <li>• Explain the use of toes to operate embroidery machine.</li> <li>• Explain the use of knee for breaking.</li> <li>• State steps for setting thread in needle eyelet in embroidery machine.</li> <li>• Explain steps to operate embroidery machine.</li> </ul> |  |  |  |

|  |   |  |                       |                       |                         |
|--|---|--|-----------------------|-----------------------|-------------------------|
|  | <p>cotton/fabric.</p> <p>17. Control breaking system with knee.</p> <p>18. Adjust designed frame using both hands.</p> <p>19. Continue pushing of the paddle for fabric embroidery as per design.</p> <p>20. Lift the presser foot.</p> <p>21. Switch OFF the machine.</p> <p>22. Cut the thread.</p> <p>23. Clean the machine and workplace.</p> <p>24. Cover the machine.</p> <p>25. Restore tools and materials in safe place.</p> |  |                       |                       |                         |
| <p><b>Tools/equipment/materials required:</b> Embroidery Machine, Scissor, Thread Cutter, Stitch Opener, Measuring Tape, Pencil, Fabric, Thread, and Tweezers.</p> <p><b>PPE:</b> Apron, Mask, Hair scarf/Cap.</p> |   |  |                       |                       |                         |
| 4  | <p><b>Task:</b> Maintain tools and equipment.</p>   | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Embroidery machine in an industrial setting and other tools.</p> <p><b>What:</b> Maintain tools and equipment.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Machine should work smoothly.</li> <li>• Oil will not be wipe out during operation</li> <li>• Excess lubricant must be cleaned.</li> <li>• Bobbin should be adjusted without any error.</li> <li>• Belt must be adjusted to function the machine smoothly.</li> </ul> | <p>Th.</p> <p>1.5</p> | <p>Pr.</p> <p>6.0</p> | <p>Tot.</p> <p>7.50</p> |

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|--|---|
| <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect the required materials.</li> <li>2. Position the embroidery machine to apply lubricants easily.</li> <li>3. Apply lubricants to the moving parts of embroidery machine.</li> <li>4. Wipe out the excess lubricants with the soft cotton/fabric.</li> <li>5. Take out the bobbin from bobbin case.</li> <li>6. Separate bobbin case from bobbin winder</li> <li>7. Adjust the bobbin case to come out the thread smoothly.</li> <li>8. Loop the thread over the bobbin tension &amp; the hooks</li> <li>9. Place the bobbin on the bobbin winder.</li> <li>10. Start the machine by pressing the foot pedal.</li> <li>11. Put the threaded bobbin case to the rotary hook.</li> <li>12. Remove the broken belt.</li> <li>13. Cut the belt as per measurement.</li> <li>14. Insert the belt from motor to clutch and clutch to machine.</li> <li>15. Join two ends of belt using candle and fire.</li> <li>16. Move the ring &amp; check the machine</li> <li>17. Cover the machine.</li> <li>18. Restore tools and materials in safe place.</li> </ol> | <p><b>Enabling objectives:</b></p> <ul style="list-style-type: none"> <li>• Define a bobbin.</li> <li>• Identify small parts of bobbin.</li> <li>• Explain the function of bobbin.</li> <li>• Discuss the whole process of changing belt.</li> <li>• Explain the importance of lubricating embroidery machine.</li> </ul> |
| <p><b>Tools/equipment/materials required:</b> Embroidery Machine, Machine oil, Bobbin, Thread, Machine belt.</p> <p><b>PPE:</b> Apron, Mask, Hair scarf/Cap.</p>   |   |

**Module-3:**  
**Perform Stitching Works**

### 22.3 Module-3: Perform stitching works.

| 22.3 Module-3: Perform stitching works. |   |  |  |                |                |                  |
|---|---|--|--|----------------|----------------|------------------|
|   | <b>Description:</b> This module deals with the knowledge and skills required to perform stitching works.  |  |  | Hours          |                |                  |
|   | <b>Module outcomes:</b> After completion of this module, trainees will be able to:  |  |  | <b>Th.</b>     | <b>Pr.</b>     | <b>Tot.</b>      |
|   | <ul style="list-style-type: none"> <li>• Perform Long Break Stitch;</li> <li>• Perform Buti Stitch;</li> <li>• Perform Breaker Pata Stitch;</li> <li>• Perform Small Beaky Stitch;</li> <li>• Perform Bantek Stitch;</li> <li>• Perform Zigzag Stitch;</li> <li>• Perform Outer Pata Stitch;</li> <li>• Perform Jamdani Stitch;</li> <li>• Perform Chain Stitch;</li> <li>• Perform Tai Stitch;</li> <li>• Perform Paani Stitch;</li> <li>• Perform Satin Vorat Stitch;</li> <li>• Perform Applique Stitch;</li> <li>• Perform Run Vorat Stitch;</li> <li>• Perform Cord Stitch;</li> <li>• Perform Velvet Stitch;</li> <li>• Perform Dal Stitch;</li> <li>• Perform Double Needle Stitch.</li> </ul> |  |  | <b>10.0</b>    | <b>100.0</b>   | <b>110.0</b>     |
|   |   |  |  |                |                |                  |
| 1.                                      | <b>Task:</b> Perform Long Break Stitch.   |  | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b> Drawing/ Design chart, Sample.<br><br><b>What:</b> Perform Long Break Stitch.<br><br><b>How well:</b> <ul style="list-style-type: none"> <li>• Stitching is done according to the given design chart.</li> <li>• Long break stitch is straight.</li> <li>• No defect stitches</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>5.0 | Tot.<br><br>5.50 |

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|    |  | seen.   |     |     |      |
|    | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Lubricate the embroidery machine.</li> <li>3. Fill up a bobbin with threads</li> <li>4. Set bobbin to the machine.</li> <li>5. Insert thread in the needle.</li> <li>6. Adjust frame with fabric on machine.</li> <li>7. Switch ON the embroidery machine.</li> <li>8. Set break for long break stitching.</li> <li>9. Press the peddle foot.</li> <li>10. Continue stitching by pressing peddle foot, guiding the frame with hand.</li> <li>11. Continue stitching to fill the design.</li> <li>12. Check the long break stitch in both sides of fabric as per sample.</li> <li>13. Switch OFF the embroidery machine.</li> <li>14. Take out fabric from machine.</li> <li>15. Cut the unwanted thread on the fabric.</li> <li>16. Store the finished goods.</li> <li>17. Clean the work place and restore the tools.</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• State the importance of lubricating embroidery machine.</li> <li>• Explain how to adjust thread and bobbin tension.</li> <li>• Define the application of long break stitch.</li> <li>• Explain the procedure of adjusting a round frame.</li> <li>• Describe why PPE required while performing long break stitching.</li> <li>• Discuss the characteristics of long breaking stitch.</li> </ul> |     |     |      |
|    | <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>   |   |     |     |      |
| 2. | <b>Task:</b> Perform Buti Stitch.  | <b>Terminal Performance</b>   | Th. | Pr. | Tot. |

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|  |  | <p><b>Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform buti stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitching is done according to the given drawing/design chart and sample.</li> <li>• Stitching is uniform.</li> <li>• Point of tension thump is between 1 and 5.</li> <li>• No defect stitches seen.</li> </ul> | 0.5 | 5.5 | 6.0 |
|  | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Insert thread in the needle.</li> <li>4. Switch ON the embroidery machine.</li> <li>5. Adjust round frame with fabric on machine.</li> <li>6. Adjust tension thump 1 to 5 for Buti stitching.</li> <li>7. Press the peddle foot.</li> <li>8. Continue stitching by pressing peddle foot guiding the frame with hand.</li> <li>9. Move the frame as per design according to the speed of machine.</li> <li>10. Continue stitching to fill the inside drawing ball design.</li> <li>11. Check the stitch as per sample.</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define Buti Stitch.</li> <li>• Define the application of Buti stitch.</li> <li>• Explain how to adjust thread tension point 1-5.</li> <li>• Explain the procedure to perform Buti stitch.</li> <li>• State the importance adjusting tension point.</li> </ul>  |     |     |     |

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|  | <p>12. Switch OFF the embroidery machine.</p> <p>13. Take out the fabric from machine</p> <p>14. Cut the unwanted thread at the ends of the fabric.</p> <p>15. Store the finished goods.</p> <p>16. Clean the work place and restore the tools.</p> |   |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>   |   |   |                |                |                 |
| 3.   | <p><b>Task:</b> Perform Breaker Pata Stitch.</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform Breaker pata Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitching is uniform.</li> <li>• Point of tension thump is 2.</li> <li>• Needle is adjusted.</li> <li>• No gap seen in regular stitch.</li> <li>• Breaker pata stitching is visible.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>6.5 | Tot.<br><br>7.0 |
| <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Adjust the needle as per fabrics.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> </ol> |   | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Explain how to adjust thread in the needle for Breaker Pata stitch.</li> <li>• Explain the application of Breaker Pata stitching.</li> <li>• Explain the characteristics of Breaker Pata stitches.</li> <li>• Discriminate Breaker Pata stitch from other stitches.</li> </ul>  |                |                |                 |

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|  | <ol style="list-style-type: none"> <li>6. Switch ON the embroidery machine.</li> <li>7. Adjust round frame with fabric on machine.</li> <li>8. Press the peddle foot.</li> <li>9. Perform breaker Pata stitching.</li> <li>10. Continue stitching by pressing peddle foot guiding the round frame with hand.</li> <li>11. Fill the design for Breaker Pata stitches.</li> <li>12. Switch OFF the embroidery machine.</li> <li>13. Take out the fabric from machine.</li> <li>14. Cut the unwanted thread.</li> <li>15. Clean the work place.</li> <li>16. Restore tools &amp; materials in safe place.</li> </ol> |   |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |   |   |                |                |                 |
| 4.   | <p><b>Task:</b> Perform Small Beaky Stitch</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform Small Beaky Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Design is marked on the fabric.</li> <li>• Small beaky is done as per the given layout/design.</li> <li>• Point of tension thump is 1 or 1 1/2.</li> <li>• Stitch is uniform.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>4.5 | Tot.<br><br>5.0 |

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|    |   | <ul style="list-style-type: none"> <li>No gap seen in regular stitching.</li> <li>Unwanted thread is trimmed.</li> </ul>   |            |            |             |
|    | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>Collect required tools &amp; materials.</li> <li>Fill up a bobbin with threads.</li> <li>Insert thread in the needle.</li> <li>Mark the design on fabric as per layout.</li> <li>Switch ON the embroidery machine.</li> <li>Adjust round frame with fabric on the machine design.</li> <li>Gently push down the peddle.</li> <li>Guide the frame to start stitching using fingers following the design.</li> <li>Perform stitching to fill a small beaky.</li> <li>Check the small beaky stitching as per sample.</li> <li>Switch OFF the embroidery machine.</li> <li>Take out the fabric from machine</li> <li>Cut the unwanted thread.</li> <li>Clean the work place.</li> <li>Restore tools &amp; materials in safe place.</li> </ol> | <p><b>Enabling objectives:</b></p> <ul style="list-style-type: none"> <li>Explain the application of small beaky stitching.</li> <li>List the steps of small beaky stitching.</li> <li>State the characteristics of small Break stitch.</li> </ul> |            |            |             |
|    | <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricating oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>  |  |            |            |             |
| 5. | <b>Task:</b> Perform Bantek Stitch.   | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design</p>   | Th.<br>0.5 | Pr.<br>5.5 | Tot.<br>6.0 |

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|  |  | <p>chart, Sample.</p> <p><b>What:</b> Perform Bantek Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitching is as per drawing/design.</li> <li>• Bantek stitching is followed as per sample.</li> <li>• Stitching is uniform.</li> <li>• Edge side is cut as per design.</li> <li>• No damage seen in stitching.</li> </ul> |  |  |  |
|  | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Insert thread in the needle.</li> <li>4. Adjust a round frame with fabric on machine.</li> <li>5. Switch ON the embroidery machine.</li> <li>6. Set the breaking between 2-3 to Bantek stitch.</li> <li>7. Push down paddle slowly to start the embroidery machine for Bantek stitch.</li> <li>8. Perform filling the fabrics with stitches guiding the frame with hands.</li> <li>9. Switch OFF the machine.</li> <li>10. Take out the fabric from machine.</li> <li>11. Cut the raw edge off fabrics with scissors.</li> <li>12. Cut the unwanted thread.</li> <li>13. Clean the work place.</li> <li>14. Restore tools &amp; materials</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Describe the different types of bantek stitch.</li> <li>• Explain the application of Bantek stitching.</li> <li>• Explain how to avoid wastage of cloth.</li> <li>• List the steps to perform Bantek stitching.</li> </ul>  |  |  |  |

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|    | in safe place.  |  |            |            |             |
|    | <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor/ soldering iron, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>  |  |            |            |             |
| 6. | <b>Task:</b> Perform Zigzag Stitch.   | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform Zigzag Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Zigzag stitch is done as per the given drawing/design.</li> <li>• Point of tension thump is 2 or 11/2.</li> <li>• Stitching is uniform.</li> <li>• No gap seen in regular stitch.</li> </ul> | Th.<br>0.5 | Pr.<br>5.5 | Tot.<br>6.0 |
|    | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads and set with bobbin case.</li> <li>3. Insert thread in the needle.</li> <li>4. Mark the design of fabric as per layout.</li> <li>5. Switch ON the embroidery machine.</li> <li>6. Adjust round frame as per design.</li> <li>7. Push down the peddle gently to start zigzag stitching.</li> <li>8. Guide the frame to start</li> </ol> | <p><b>Enabling objectives:</b></p> <ul style="list-style-type: none"> <li>• State the importance of mark the design of fabric layout.</li> <li>• Explain how to adjust thread in the needle.</li> <li>• Explain the application of zigzag stitching.</li> <li>• List the steps of zigzag stitching.</li> </ul>   |            |            |             |

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|  | <p>zigzag stitching using finger.</p> <p>9. Continue stitching to fill a Zigzag.</p> <p>10. Check the Zigzag stitch as per sample.</p> <p>11. Switch OFF the embroidery machine.</p> <p>12. Take out the fabric from machine.</p> <p>13. Cut the unwanted thread.</p> <p>14. Clean the work place.</p> <p>15. Restore tools &amp; materials in safe place.</p> |   |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor/ soldering iron, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |  |   |                |                |                 |
| 7.   | <p><b>Task:</b> Perform Outer Pata Stitch.</p>   | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform outer pata Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitching is as per drawing/design.</li> <li>• Stitching is uniform.</li> <li>• Point of tension thump is 1 or 11/2.</li> <li>• No damage seen in stitching.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>5.5 | Tot.<br><br>6.0 |
| <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Set with bobbin case as</li> </ol>   |  | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Discuss how to fill up a bobbin for outer Pata stitch.</li> <li>• Explain the application of outer Pata stitching.</li> <li>• Describe the duty of both hands to perform designed stitching.</li> </ul>   |                |                |                 |

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|  | <p>per stitch design.</p> <ol style="list-style-type: none"> <li>4. Adjust the needle as per fabrics.</li> <li>5. Insert thread in the needle.</li> <li>6. Adjust tension point as per requirement.</li> <li>7. Switch ON the embroidery machine.</li> <li>8. Adjust round frame as per design.</li> <li>9. Press the peddle foot for starting stitching.</li> <li>10. Guide the frame roundly to make leaf with hand.</li> <li>11. Perform whole stitching with in the line of design.</li> <li>12. Fill the design for outer Pata stitches.</li> <li>13. Switch OFF the embroidery machine.</li> <li>14. Take out the fabric from machine.</li> <li>15. Cut the unwanted thread.</li> <li>16. Clean the work place.</li> <li>17. Restore tools &amp; materials in safe place.</li> </ol> | <ul style="list-style-type: none"> <li>• Discriminate Outer Pata stitch from other stitches.</li> </ul>  |            |            |             |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |  |  |            |            |             |
| 8.   | <p><b>Task:</b> Perform Jamdani Stitch.</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform jamdani Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitching are filled is as per drawing/design.</li> </ul> | Th.<br>0.5 | Pr.<br>5.5 | Tot.<br>6.0 |

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|  |  | <ul style="list-style-type: none"> <li>• Breaking must be maintained.</li> <li>• No faulty seen in stitching.</li> </ul>  |  |  |  |
|  | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads and set with bobbin case.</li> <li>3. Adjust the needle as per fabrics.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> <li>6. Switch ON the embroidery machine.</li> <li>7. Adjust round frame as per design.</li> <li>8. Set the breaking between 1-3 for this stitching.</li> <li>9. Press the peddle foot to start the machine.</li> <li>10. Move frame slowly to make Jamdani stitching as per design.</li> <li>11. Guide the frame straight to make jamdani stitch with hand.</li> <li>12. Continue stitching until complete the design.</li> <li>13. Switch OFF the embroidery machine.</li> <li>14. Take out the fabric from machine</li> <li>15. Cut the unwanted thread.</li> <li>16. Clean the work place.</li> <li>17. Restore tools &amp; materials in safe place.</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define Jamdani stitch.</li> <li>• Explain the needle &amp; tension point.</li> <li>• Explain the duty of both hands to operate embroidery machine.</li> <li>• List the steps to perform jamdani stitching.</li> <li>• State the characteristics of Jamdani stitches.</li> </ul> |  |  |  |

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|    | <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>   |  |            |            |             |
| 9. | <p><b>Task:</b> Perform Chain Stitch.</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform chain Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitch is as per layout/design.</li> <li>• Design must be followed.</li> <li>• Point of tension thump is adjusted.</li> <li>• No gap/fault seen in regular stitch.</li> </ul> | Th.<br>0.5 | Pr.<br>6.0 | Tot.<br>6.5 |
|    | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads</li> <li>3. Set bobbin case according to stitch design.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> <li>6. Switch ON the embroidery machine.</li> <li>7. Adjust round frame as per design.</li> <li>8. Set the breaking between 0-2 for this stitching.</li> <li>9. Press the peddle foot to start the machine.</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define chain stitch.</li> <li>• Explain the rule of both hands to perform designed stitching.</li> <li>• Explain the application of chain stitch.</li> <li>• List the procedure of chain stitch.</li> </ul>  |            |            |             |

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|  | <p>10. Move frame slowly to make chain stitching as per design.</p> <p>11. Guide the frame angle to make chain stitch with hand.</p> <p>12. Continue stitching to fill the straight line of design.</p> <p>13. Switch OFF the embroidery machine.</p> <p>14. Take out the fabric from machine.</p> <p>15. Cut the unwanted thread.</p> <p>16. Clean the work place.</p> <p>17. Restore tools &amp; materials in safe place.</p> |  |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |   |  |                |                |                 |
| 10.  | <p><b>Task:</b> Perform Tai Stitch.</p>   | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform Tai Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitch is as per drawing/design.</li> <li>• Design must be followed.</li> <li>• Breaking must be adjusted 0-4.</li> <li>• No gap/fault seen in regular stitch.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>6.0 | Tot.<br><br>6.5 |
| <p><b>Steps:</b></p> <p>1. Collect required tools &amp; materials.</p>   |   | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define Tai stitch.</li> <li>• Describe the procedure of Tai stitch.</li> </ul>   |                |                |                 |

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|  | <ol style="list-style-type: none"> <li>2. Fill up a bobbin with threads.</li> <li>3. Set with bobbin case as per stitch design.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> <li>6. Switch ON the embroidery machine.</li> <li>7. Adjust round frame as per design.</li> <li>8. Set the breaking between 0-4 for this stitching.</li> <li>9. Press the peddle foot to start the machine.</li> <li>10. Move frame slowly to make Tai stitching as per design.</li> <li>11. Guide the frame straight to make Tai stitch with hand.</li> <li>12. Move to frame as per design.</li> <li>13. Continue stitching to fill Tai stitch within the straight line of design.</li> <li>14. Switch OFF the embroidery machine.</li> <li>15. Take out the fabric from machine.</li> <li>16. Cut the unwanted thread.</li> <li>17. Clean the work place.</li> <li>18. Restore tools &amp; materials in safe place.</li> </ol> | <ul style="list-style-type: none"> <li>• Explain the application of Tai stitch.</li> <li>• List the steps to perform Tai stitch.</li> </ul>   |  |            |            |             |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |  |   |  |            |            |             |
| 11.  | <p><b>Task:</b> Perform Paani Stitch.</p>  | <table border="1"> <tr> <td data-bbox="715 1778 1114 1883"> <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design</p> </td> <td data-bbox="1114 1778 1209 1883">Th.<br/>0.5</td> <td data-bbox="1209 1778 1310 1883">Pr.<br/>5.0</td> <td data-bbox="1310 1778 1439 1883">Tot.<br/>5.5</td> </tr> </table> | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design</p> | Th.<br>0.5 | Pr.<br>5.0 | Tot.<br>5.5 |
| <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design</p>   | Th.<br>0.5   | Pr.<br>5.0  | Tot.<br>5.5  |            |            |             |

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|  |  | <p>chart, Sample.</p> <p><b>What:</b> Perform Paani Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitch is as per drawing/design.</li> <li>• Design must be followed.</li> <li>• Design must be filled by Paani stitch.</li> <li>• No gap/fault seen in regular stitch.</li> </ul>   |  |  |  |
|  | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Set bobbin case as per stitch design.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> <li>6. Switch ON the embroidery machine.</li> <li>7. Adjust round frame as per design.</li> <li>8. Press the peddle foot to start the machine.</li> <li>9. Move frame slowly to make Paani stitching as per design.</li> <li>10. Move to frame as per design.</li> <li>11. Continue stitching until completion the design following run stitching.</li> <li>12. Complete the panni stitching with single stitch up to fill the designed cloth.</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define the Paani stitch.</li> <li>• Explain the precaution to be taken to avoid breaking stitches.</li> <li>• Explain the application of Paani stitching.</li> <li>• Explain the rule of both hands to perform designed stitching.</li> <li>• Differentiate Paani Stitch from other stitches.</li> </ul> |  |  |  |

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|   | <p>13. Switch OFF the embroidery machine.</p> <p>14. Take out the fabric from machine.</p> <p>15. Cut the unwanted thread.</p> <p>16. Check the Paani stitch.</p> <p>17. Clean the work place.</p> <p>18. Restore tools &amp; materials in safe place.</p> |  |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>                        |  |  |                |                |                 |
| 12.   | <p><b>Task:</b> Perform Satin Vorat Stitch.</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform satin vorat Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitch is as per drawing/design.</li> <li>• Point of tension thump must be 2 or 3.</li> <li>• Point of needle is zero.</li> <li>• Satin vorat stitch must be visible.</li> <li>• No damage seen in stitch.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>6.5 | Tot.<br><br>7.0 |
| <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Set bobbin case as per stitch design.</li> <li>4. Adjust needle point in zero.</li> </ol> |  | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define Satin Vorat stitch.</li> <li>• Explain the duty of using breaking technique.</li> <li>• Discuss the application of Satin Vorat stitch.</li> <li>• List the steps to perform Satin Vorat stitch.</li> </ul>  |                |                |                 |

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|  | <ol style="list-style-type: none"> <li>5. Insert thread in the needle.</li> <li>6. Adjust tension point as per requirement.</li> <li>7. Switch ON the embroidery machine.</li> <li>8. Adjust round frame with fabric as per design.</li> <li>9. Loose break whenever small size stitching.</li> <li>10. Press the peddle foot to start the machine.</li> <li>11. Move frame slowly to make satin stitching as per design.</li> <li>12. Move to frame as per design.</li> <li>13. Continue whole stitching within the line of design.</li> <li>14. Switch OFF the embroidery machine.</li> <li>15. Take out the fabric from machine.</li> <li>16. Cut the unwanted thread.</li> <li>17. Check the satin stitch.</li> <li>18. Clean the work place.</li> <li>19. Restore tools &amp; materials in safe place.</li> </ol> |  |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |  |  |                |                |                 |
| 13.  | <p><b>Task:</b> Perform Appliqué Stitch.</p>   | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample, appliqué fabrics.</p> <p><b>What:</b> Perform appliqué Stitch.</p> <p><b>How well:</b></p> | Th.<br><br>1.5 | Pr.<br><br>5.5 | Tot.<br><br>7.0 |

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|  |  | <ul style="list-style-type: none"> <li>• Design/ drawing is followed.</li> <li>• Appliqué cloth is cut as per required size.</li> <li>• Edge side of the cut appliqué is smooth.</li> <li>• Appliqué is fixed as per design.</li> <li>• No pucker seen in stitches.</li> </ul>   |  |  |  |
|  | <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Set with bobbin case as per stitch design.</li> <li>4. Adjust needle point in zero.</li> <li>5. Insert thread in the needle.</li> <li>6. Adjust tension point as per requirement.</li> <li>7. Mark the design area with body fabrics.</li> <li>8. Trace the design on Appliqué cloth.</li> <li>9. Cut the cloth in Appliqué fabrics as per design.</li> <li>10. Check the edge side of the appliqué cloth.</li> <li>11. Set the Applique fabrics with adhesive.</li> <li>12. Match Color as per requirement.</li> <li>13. Switch ON the embroidery machine.</li> <li>14. Adjust round frame as per design.</li> <li>15. Loose break whenever small size stitching.</li> <li>16. Press the peddle foot to start the machine.</li> <li>17. Move frame slowly to</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define Applique stitch.</li> <li>• Identify cloth/fabric for Applique stitches.</li> <li>• Describe the different types of guides used for topstitching (1/16, 1/32, ¼, 1/8 Left and Right guide).</li> <li>• Interpret design for Applique stitches.</li> <li>• Explain the application of Applique stitching.</li> </ul> |  |  |  |

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|  | <p>make satin stitch as per design.</p> <p>18. Move the frame as per design.</p> <p>19. Continue whole stitching within the line of design.</p> <p>20. Switch OFF the embroidery machine.</p> <p>21. Cut the unwanted thread and raw edge of fabrics.</p> <p>22. Check the appliqué stitch.</p> <p>23. Clean the work place.</p> <p>24. Restore tools &amp; materials in safe place.</p> |  |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11), Tracing paper, Adhesive, Indigo/Blue, Chalk powder/ Zink oxide, Kerosene oil.</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |  |  |                |                |                 |
| 14.  | <p><b>Task:</b> Perform Run Vorat Stitch.</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Sample.</p> <p><b>What:</b> Perform Run vorat Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitch is as per Drawing/design.</li> <li>• Needle point must be 2.</li> <li>• Design is followed.</li> <li>• No gap/fault seen in regular stitch.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>4.5 | Tot.<br><br>5.0 |

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| <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads and set with bobbin case.</li> <li>3. Adjust needle point in zero.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> <li>6. Identify stitching needle point.</li> <li>7. Adjust needle point 2 to perform run Vorat stitch.</li> <li>8. Switch ON the embroidery machine.</li> <li>9. Adjust round frame with fabric as per design.</li> <li>10. Press the peddle foot to start the machine.</li> <li>11. Move frame slowly to make satin stitch as per design.</li> <li>12. Perform single stitch.</li> <li>13. Move to frame as per design.</li> <li>14. Complete whole stitching within the line of design.</li> <li>15. Switch OFF the embroidery machine.</li> <li>16. Take out the fabric from machine.</li> <li>17. Cut the unwanted thread.</li> <li>18. Check the run vorat stitch.</li> <li>19. Clean the work place.</li> <li>20. Restore tools &amp; materials in safe place.</li> </ol> | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define Run stitch.</li> <li>• Explain the Needle and tension point.</li> <li>• Explain the application of Run Vorat stitch.</li> <li>• List the steps to perform Run Vorat stitch.</li> </ul> |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>   |   |

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| 15.   | <b>Task:</b> Perform Cord Stitch. | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b> Drawing/ Design chart, Cord thread, Sample.<br><br><b>What:</b> Perform Cord Stitch.<br><br><b>How well:</b> <ul style="list-style-type: none"> <li>• Bobbin fill up with as per requirement.</li> <li>• Needle point is zero &amp; 2/3.</li> <li>• Design is followed.</li> <li>• No gap/fault seen in regular stitch.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>6.0 | Tot.<br><br>6.5 |
| <b>Steps:</b> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with cord threads</li> <li>3. Set bobbin case as per stitch design.</li> <li>4. Adjust needle point in zero or 2/3.</li> <li>5. Insert thread in the needle.</li> <li>6. Adjust tension point as per requirement.</li> <li>7. Adjust needle point 2 to perform cord stitching.</li> <li>8. Switch ON the embroidery machine.</li> <li>9. Adjust round frame as per design.</li> <li>10. Press the peddle foot to start the machine.</li> <li>11. Move frame slowly to make cord stitching as per design.</li> <li>12. Perform single cord</li> </ol> |                                   | <b>Enabling Objectives:</b> <ul style="list-style-type: none"> <li>• Define cord stitch.</li> <li>• Explain the thread 22/2, 20/2, 30/2.</li> <li>• Describe the procedure of cord stitches.</li> <li>• Explain the application of cord stitch.</li> <li>• Discriminate Cord stitch from other types of stitches.</li> </ul>   |                |                |                 |

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|  | <p>stitching as a run stitch.</p> <p>13. Move to frame as per design.</p> <p>14. Continue stitching within the line of design until completion.</p> <p>15. Switch OFF the embroidery machine.</p> <p>16. Take out the fabric from machine.</p> <p>17. Cut the unwanted thread.</p> <p>18. Check the cord stitch.</p> <p>19. Clean the work place.</p> <p>20. Restore tools &amp; materials in safe place.</p> |  |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, Cord thread 22/2,20,2,30/2, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |   |  |                |                |                 |
| 16.  | <b>Task:</b> Perform Velvet Stitch.   | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Drawing/ Design chart, Blade, Sample.</p> <p><b>What:</b> Perform Velvet Stitch.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitch is as per drawing/design.</li> <li>• Velvet stitch is locked with run stitch.</li> <li>• No Velvet stitches pull out.</li> <li>• No fault seen in regular stitch.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>5.5 | Tot.<br><br>6.0 |
| <b>Steps:</b>  |   | <b>Enabling Objectives:</b>  |                |                |                 |

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| <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Set bobbin as per stitch design.</li> <li>4. Adjust the needle with as per fabrics.</li> <li>5. Insert thread in the needle.</li> <li>6. Adjust tension point as per requirement.</li> <li>7. Switch ON the embroidery machine.</li> <li>8. Adjust round frame as per design.</li> <li>9. Press the peddle foot to start the machine.</li> <li>10. Press break of the machine by without losing.</li> <li>11. Continue stitching by pressing peddle foot.</li> <li>12. Guide the round frame with hand.</li> <li>13. Move the frame as per design.</li> <li>14. Fill the design for stitches.</li> <li>15. Cut the stitches in middle to make velvet.</li> <li>16. Check the velvet stitch.</li> <li>17. Lock the velvet stitch with run stitch.</li> <li>18. Switch OFF the embroidery machine.</li> <li>19. Take out the fabric from machine.</li> <li>20. Cut the unwanted thread.</li> <li>21. Clean the work place.</li> <li>22. Restore tools &amp; materials in safe place.</li> </ol> | <ul style="list-style-type: none"> <li>• Define Velvet stitch.</li> <li>• Describe the Cutting process.</li> <li>• Explain the lock stitch system.</li> <li>• Discuss the application of velvet stitch.</li> <li>• List the steps to perform velvet stitch.</li> </ul> |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, Blade, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>  |  |

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| 17.  | <b>Task:</b> Perform Dal Stitch. | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b> Drawing/ Design chart, Sample.<br><br><b>What:</b> Perform Dal Stitch.<br><br><b>How well:</b> <ul style="list-style-type: none"> <li>• Stitch is as per drawing/design.</li> <li>• Design is followed.</li> <li>• No damage seen in stitching.</li> <li>• No gap/seen in regular stitch.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>4.5 | Tot.<br><br>5.0 |
| <b>Steps:</b> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Set bobbin case as per stitch design.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> <li>6. Switch ON the embroidery machine.</li> <li>7. Adjust round frame as per design.</li> <li>8. Set the breaking between 0-2 for this stitching.</li> <li>9. Press the peddle foot to start the machine.</li> <li>10. Move frame slowly to make Dal stitching as per design.</li> <li>11. Guide the frame straight to make Dal stitch with hand.</li> <li>12. Perform fill stitching within the straight line of design.</li> <li>13. Switch OFF the</li> </ol> |                                  | <b>Enabling Objectives:</b> <ul style="list-style-type: none"> <li>• Explain the application of dal stitch.</li> <li>• List the steps to perform dal stitch.</li> </ul>  |                |                |                 |

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|  | <p>embroidery machine.<br/> 14. Take out the fabric from machine.<br/> 15. Cut the unwanted thread.<br/> 16. Clean the work place.<br/> 17. Restore tools &amp; materials in safe place.</p> |   |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).<br/> <b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>   |  |   |                |                |                 |
| 18.  | <p><b>Task:</b> Perform Double Needle Stitch.</p>  | <p><b>Terminal Performance Objective (TPO):</b><br/> <b>Given:</b> Drawing/ Design chart, Double Needle Cap Sample.<br/> <b>What:</b> Perform Double Needle Stitch.<br/> <b>How well:</b></p> <ul style="list-style-type: none"> <li>• Stitch is as per design/drawing.</li> <li>• Design is followed.</li> <li>• Stitch is no pull out.</li> <li>• No gap seen in regular stitch.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>7.0 | Tot.<br><br>7.5 |
| <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Collect required tools &amp; materials.</li> <li>2. Fill up a bobbin with threads.</li> <li>3. Set bobbin case as per stitch design.</li> <li>4. Insert thread in the needle.</li> <li>5. Adjust tension point as per requirement.</li> <li>6. Set the double needle cap as per requirement.</li> <li>7. Adjust a needle with double needle cap.</li> <li>8. Switch ON the embroidery machine.</li> <li>9. Adjust round frame with</li> </ol> |  | <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>• Define Double needle stitch.</li> <li>• Describe the Needle cap.</li> <li>• Explain the process of adjust a Double needle.</li> <li>• Discuss the application of Double needle stitch.</li> <li>• State the characteristics of Double needle stitch.</li> </ul>   |                |                |                 |

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|  | <p>fabric as per design.</p> <p>10. Press the peddle foot to start the machine.</p> <p>11. Move frame slowly to make double needle stitch as per design.</p> <p>12. Continue stitching by pressing peddle foot guiding the frame with hand until filling stitching within the straight line of design.</p> <p>13. Switch OFF the embroidery machine.</p> <p>14. Take out the fabric from machine.</p> <p>15. Cut the unwanted thread.</p> <p>16. Clean the work place.</p> <p>17. Restore tools &amp; materials in safe place.</p> |  |
| <p><b>Tools/equipment/materials required:</b> Embroidery machine, Scissor, Thread, Needle Cap, trimmer, Lubricate oil, Screwdriver, Fabric, Round Frame, Sample, Design, Needle (9, 11).</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p> |  |  |

**Module-4:**  
**Perform Finishing Works of  
Embroidery**

| 22.4 Module-4: Perform Finishing Works of Embroidery |  |  |   |                 |                          |                          |                           |
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|  | <b>Description:</b> This module deals with the knowledge and skills required to perform finishing works of embroidery.   |  |   |                 | Hours                    |                          |                           |
|  | <b>Module outcomes:</b> After completion of this module, trainees will be able to: <ul style="list-style-type: none"> <li>Repair defective stitching.</li> <li>Maintain record for delivery of finished products.</li> </ul>   |  |   |                 | <b>Th.</b><br><b>1.0</b> | <b>Pr.</b><br><b>8.0</b> | <b>Tot.</b><br><b>9.0</b> |
|  |  |  |   |                 |                          |                          |                           |
| 1.   | <b>Task:</b> Repair defective stitching.   |  | <b>Terminal Performance Objective (TPO):</b><br><br><b>Given:</b><br>Design/specification, sample quality product and stitched product.<br><br><b>What:</b> Repair defective stitching.<br><br><b>How well:</b><br><br><ul style="list-style-type: none"> <li>Defects are identified and marked.</li> <li>No defect left after repairing.</li> <li>Stitch is as per the given design/specification and sample quality product.</li> </ul> | Th.<br><br>0.50 | Pr.<br><br>4.00          | Tot.<br><br>4.5          |                           |
|  | <b>Steps:</b><br><br><ol style="list-style-type: none"> <li>Collect tools and stitched product.</li> <li>Place each part of the stitched product on the table.</li> <li>Find the defective portion (if any) and marked.</li> <li>Record the defects/fault.</li> <li>Report to the quality</li> </ol> |  | <b>Enabling objectives:</b><br><br><ul style="list-style-type: none"> <li>Explain the precaution to be taken while repairing defective stitching.</li> <li>List the materials and tools required to repair defective stitches.</li> <li>Discuss the procedures of repairing damages of stitch.</li> <li>Discuss ways of repairing damaged stitches.</li> </ul>  |                 |                          |                          |                           |

|  |   |   |                |                |                 |
|--|---|---|----------------|----------------|-----------------|
|  | <p>assurance section.</p> <ol style="list-style-type: none"> <li>6. Fix the defect as per the given design/specification.</li> <li>7. Check the repaired stitch once again to make sure no damages are left in the stitched product.</li> <li>8. Restore the dress in the proper place.</li> <li>9. Clean the workplace.</li> <li>10. Restore Tools &amp; Materials.</li> </ol> |   |                |                |                 |
| <p><b>Tools/equipment/materials required:</b> Embroidery Machine, Thread Cutter, Stitch Opener, Screw Driver, Design, Specification, Thread, Measurement Tape, and Pencil.</p> <p><b>PPE:</b> Apron, Mask, Hair Scarf/Cap.</p>   |   |   |                |                |                 |
| 2.   | <p><b>Task:</b> Maintain record for delivery of finished products.</p>  | <p><b>Terminal Performance Objective (TPO):</b></p> <p><b>Given:</b> Record keeping guidelines and sample record book.</p> <p><b>What:</b> Maintain record for delivery of finished products.</p> <p><b>How well:</b></p> <ul style="list-style-type: none"> <li>• Delivery of finished products is maintained as per the record keeping guidelines.</li> </ul> | Th.<br><br>0.5 | Pr.<br><br>4.0 | Tot.<br><br>4.5 |
| <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Receive the customer request/customer order slip for product delivery.</li> <li>2. Match the customer slip with the finished number of product.</li> <li>3. Take out the product.</li> <li>4. Confirm with the customer to make sure that products</li> </ol> |   | <p><b>Enabling objectives:</b></p> <ul style="list-style-type: none"> <li>• Define customer order slip.</li> <li>• Interpret record keeping guidelines.</li> <li>• Explain the importance of maintaining record for delivery of finish products.</li> <li>• Describe the procedure of maintaining record for delivery of finish products.</li> </ul>            |                |                |                 |

|   |  |  |
|---|--|--|
|   | <p>belongs to the same customer.</p> <ol style="list-style-type: none"> <li>5. Takeout the number tag from the product.</li> <li>6. Collect slip and cash from customer or according to order.</li> <li>7. Handover product to the customer.</li> <li>8. Mark delivery in the order book.</li> <li>9. Keep the customers slip to maintain record.</li> </ol> |  |
| <p><b>Tools/equipment/materials required:</b> Record keeping guidelines, record books, Pen.</p> <p><b>PPE:</b> Apron, Hair Scarf/Cap.</p> |  |  |

### 23 LIST OF TOOLS AND EQUIPMENT

| S. N. | Name of the items     | Specification     | Quantity |
|-------|-----------------------|-------------------|----------|
| 1.    | Embroidery machine    | Manual Embroidery | 20 pcs.  |
| 2.    | Electrical Motor      | ½ horse power     | 20pcs    |
| 3.    | Embroidery Stand      | Standard size     | 20 pcs   |
| 4.    | Embroidery Clutch     | Standard Size     | 20pcs    |
| 5.    | Thread trimmer        | Standard size     | 20 pcs.  |
| 6.    | Industrial steam iron | Standard          | 02 pcs.  |
| 7.    | Round Frame           | Standard size     | 30 pcs.  |
| 8.    | Flat screw driver     | 2"- 10"           | 1 set.   |
| 9.    | Neon Tester           | Standard size     | 05 pcs.  |
| 10.   | Scissors              | 10"               | 20 pcs.  |
| 11.   | Stitch opener         | Standard size     | 20 pcs.  |
| 12.   | Steel scale           | 12"               | 20 pcs   |
| 13.   | Pliers                | 8"                | 5pcs.    |
| 14.   | Nose pliers           | 8"                | 5 pcs.   |
| 15.   | Cutting pliers        | 8"                | 5 pcs.   |
| 16.   | Adjustable wrench     | 8"                | 5 pcs.   |
| 17.   | Machine Bobbin        | Standard size     | 60pcs    |
| 18.   | Rotary hook           | Stainless steel   | 20pcs    |
| 19.   | Bobbin case           | Stainless steel   | 20pcs    |
| 20.   | Ball pin Hammer       | Standard size     | 05 pcs   |

### 24 LIST OF TRAINING MATERIALS

| S. N. | Name of the items        | Specification | Quantity  |
|-------|--------------------------|---------------|-----------|
| 1.    | Fabrics                  | Voil          | 150 yard. |
| 2.    | Fabrics                  | Poplin        | 150 yard. |
| 3.    | Thread                   | Reshmi        | 5 Kg      |
| 4.    | Measurement tape         | Standard size | 20 pcs.   |
| 5.    | Machine oil              | Silicone      | 05 liter  |
| 6.    | Chalk powder/ Zink oxide |               | ½ kg      |
| 7.    | Indigo/ Blue powder      |               | ½ kg      |
| 8.    | Whiteboard Marker        |               | 24 pcs.   |

|     |  |           |          |
|-----|--|-----------|----------|
| 9.  | Flipchart/Wall Paper                       |           | 24 pcs.  |
| 10. | Safety Gears (Apron, Mask, Hair scarf/Cap) |           | 24 Sets. |
| 11. | Fire extinguisher                          | 5 Kg each | 2 pcs.   |
| 12. | Pencil                                     |           | 24 pcs.  |
| 13. | Erasure                                    |           | 24 pcs.  |
| 14. | Sharpener                                  |           | 24 pcs.  |
| 15. | Tracing paper                              |           | 1 roll.  |
| 16. | Permanent Marker pen                       |           | 24 pcs.  |
| 17. | Exercise written book                      |           | 24 pcs.  |

## 25 PHYSICAL FACILITIES FOR 20 TRAINEES

| S. N. | Name of the items           | Specification   | Quantity | Unit |
|-------|-----------------------------|-----------------|----------|------|
| 1.    | Workshop with Theory Corner | 35 ft. x 30 ft. | 1        | Pcs. |
| 2.    | White Board                 | 4 ft. x 8 ft.   | 1        | Pcs. |
| 3.    | Equipped Display Board      | 4 ft. x 8 ft.   | 1        | Pcs. |

## 26 LIST OF TOOLS IN THE HAND TOOL BOX

| S. N. | Name of the items | Specification | Quantity | Unit |
|-------|-------------------|---------------|----------|------|
| 1.    | Scissors          |               | 01 pcs   |      |
| 2.    | Stitch opener     |               | 01 pcs   |      |
| 3.    | Bobbin            |               | 01 pcs   |      |
| 4.    | Bobbin case       |               | 01 pcs   |      |
| 5.    | Thread trimmer    |               | 01 pcs   |      |
| 6.    | Measurement tape  |               | 01 pcs   |      |
| 7.    | Marking chalk     |               | 01 pcs   |      |
| 8.    | Screw driver      |               | 01 pcs   |      |
| 9.    | Needle (9,11)     |               | 01 pkt   |      |

## 27 SUGGESTED REFERENCE BOOKS

- Embroidery Stitching and machine maintenance – Javed Khan, Sornomala prokashoni, publications, Dhaka, Bangladesh.
- Modern Embroidery guide -- Dhaka, Bangladesh.

## 28 CURRICULUM TERMS AND DEFINITION

|                              |   |
|------------------------------|---|
| <b>Competency</b>            | Competency means a cluster of related abilities, commitments, knowledge, and skills that enable a trainees or person to act effectively in a job.   |
| <b>Curriculum Guide</b>      | A curriculum guide is a detail resource for trainees/instructors to conduct training programs effectively. The guide intends to add the trainers/instructors in developing lesson plan, handouts/learning materials, training manuals, and evaluation criteria etc., which are basic elements in the teaching learning process. |
| <b>Curriculum</b>            | A plan for providing sets of learning opportunities to achieve broad goal and related specific objectives for the people by a single school center.   |
| <b>DACUM/RJA</b>             | <u>Developing A Curriculum/Rapid Job Analysis (DACUM/RJA)</u> is a technique used to identify the competencies relevant to a particular occupation.   |
| <b>Duty</b>                  | Duty is an arbitrary clustering of related tasks in to broad functional area or general area of responsibility of trainees.   |
| <b>Enabling Objective</b>    | A statement expressing a knowledge, skills or attitudes those will enable the trainee to accomplish a terminal performance objective.   |
| <b>Instructional Guide</b>   | Instructional guide is a well-planned and structured document for the instructor to deliver effective instruction so that trainees can attain learning objectives as per training standards.  |
| <b>Module</b>                | A module is defined as a specific learning material. Modules are essentially self-contained. Self-instructional packages, with learning paced by each learner according to his/her individual ability and needs.  |
| <b>Occupational Analysis</b> | Occupational analysis is a process used to identify the duties and tasks those are important to workers in any given occupation. A number of alternative and acceptable approaches to occupational analysis are available.  |
| <b>Program guide</b>         | A program guide is a comprehensive resource for trainers/instructors, planners, and top-level management for planning and implementation of any training programs.  |
| <b>Program Objectives</b>    | The objectives are set in a broad way to target to achieve mastery learning of the complete occupation.   |
| <b>Skill</b>                 | The ability to perform on occupational task with the degree of proficiency required for a given occupation.   |
| <b>Step</b>                  | The smallest discrete or observable aspect of a task.   |
| <b>Task Analysis</b>         | Task analysis is the process of identifying and writing down the specific skills, knowledge and attitudes that distinguish someone who performs a task competency from someone who cannot perform the task at all.  |
| <b>Task</b>                  | A unit of work complete in itself that forms a logical part of an occupation. It can be broken down into discrete steps.  |

## 29 CURRICULUMS DEVELOPMENT TEAM

| S. N. | Name                | Designation                    | Organization                        | Contact Number |
|-------|---------------------|--------------------------------|-------------------------------------|----------------|
| 1.    | Md. Mofizul Islam   | Instructor Embroidery          | CDL Vocational Training Center      | 01921464356    |
| 2.    | Md. Harun-ur-Rashid | Quality Inspector (Embroidery) | Epyllion Group                      | 01733049944    |
| 3.    | Maruf Ahammed       | In-Charge (Embroidery)         | Epyllion Group                      | 01730725914    |
| 4.    | Md. Amir Hossain    | Trainer and Process expert     | Dhaka Ahsania Mission (VTI-Pallabi) | 01677478616    |

Overall Supervision: Md. Anisuzzaman

Workshop Facilitator(s): Md. Anisuzzaman, Anoj Bhattarai and Akim Shrestha

Record and Documentation: Anoj Bhattarai and Akim Shrestha

## 30 REFERENCES (FOR DEVELOPING CURRICULUMS)

- Bangladesh Technical Education Board. (2014). *National Competency Standards for Embroidery Works*. National Skills Certificate Level-1 & 2 (draft copy-SkillFUL)
- Skills for Unemployment and Underemployed Labour (SkillFUL) Project, Swisscontact (2012, July). Curriculum Guide for Machine Embroider. Dhaka, Bangladesh.
- SUDOKKHO (2014, September). Rapid Job Analysis of Embroidery Machine Operator. Dhaka Bangladesh.

## 31 LINKAGES OF SUDOKKHO CURRICULUM WITH BTEB COMPETENCY STANDARDS

| S. N. | SUDOKKHO Training Module                                  | BTEB Competency Standards   |
|-------|---|---|
| 1.    | Practice Occupational Health and Safety (OHS) Procedure.  | GN100412A Practice Occupational Health and Safety (OHS)   |
| 2.    | Apply Fundamental Skills of Embroidery Machine Operation. | INFEW1003A1: Operate Embroidery Machine Operator (Level 1)<br>INFEW1005A1: Perform Machine Embroidery (Level 2) |
| 3.    | Perform Stitching Works.                                  | -Do-  |
| 4.    | Perform Finishing Works of Embroidery.                    | -Do-  |

## **32 SPECIAL NOTE FOR TRAINING PROVIDERS**

Since the technology is moving fast, if there will have any new demand/skills beyond the curriculum guide, please send the comments and suggestions to the address given in the curriculum. The project believes that the development has no boundaries.

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