

Annexure I

[This Annexure has to be considered as the Part and Parcel of the Main Agreement signed between **PRAGTI EDUCATION AND WELFARE SOCIETY** (First Party) and(Second Party) on, 2018.]

Term Sheet for Sewing Machine Operator for PMKVY 2.0

Project Name: PMKVY 2016-2020

A. Course Details:

1. **Course Name/Title: Sewing Machine Operator** Course Affiliated by: Apparel, Made-ups & Home Furnishing Sector Skill Council
2. QP Code: AMH/Q0301
3. level: Level 4
4. Course Duration (Hours/Days): 310 hours (Theory: 80 + Practical:190 + Entrepreneurships + Soft Skills 40) , 4 hours per day, 6 days in a week
(Additional Duration: Digital Literacy - Not to be counted in total hours - trainee will undergo this on his/her own via online - available in English and Regional Languages at indiaskilsonline.com)
5. Course Structure (Theory-Practical Divisions): Will be intimated by Academics Team
6. Students' eligibility criteria: Preferably Class Minimum Class VIII , minimum 18 years old, Aadhar Card mandatory. Batch size: 30 (maximum)
7. Certification: Apparel, Made-ups & Home Furnishing Sector Skill Council

B. Infrastructure requirements:

1. **General requirements: (Common for all courses)**
 - a. Electricity, lights, fans
 - b. Water purifier
 - c. Toilet
 - d. Lights-Fans
 - e. Air-conditioner
 - f. Power backup
 - g. Broadband Internet connection (2 MBPS)
 - h. Printer
 - i. Scanner
 - j. Web Cam
 - k. Digital Camera – to take photographs of training, examination, interview preparation and other events
2. **Theory Room with following facilities**
 - a. Size: Capacity: 20 candidates - For class of size 200 to 249 sq. ft.,25 candidates - For class of size 250 to 299 sq. ft.,30 candidates for above 300 sq. ft. Ft Measurement for Theory and 200 square feet for Lab. No Allow Hybrid arrangement

Mandatory Minimum Lab size(in Square Feet for batch of 30 students)	Do you allow Hybrid arrangement (Lab + Classroom) Yes/ No	(Column G) Is there any Additional Training Area required (apart from Lab or Classroom) If Yes, Give details	Is requirement in column G mandatory If Yes, TC would be rejected in case of non-compliance	Minimum Carpet Area of additional Training Area in sq ft (Refer to column G)	Can the lab for this Job Role be treated as IT Lab (IT lab implies the lab for Live or Soft Skills)
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330	No	NO	NO	NO	NO
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- b. Capacity: 30 studs
- c. Student Chairs and Desks
- d. One Computer for theory classes with Sound system and DVD Rom
- e. Projector
- f. White Board and Marker
- g. Internet
- h. Printer

C. Faculty : Minimum one faculty per course per centre (one faculty can take maximum two batches per day).

Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)	Remarks
10th pass with supervisory experience in relevant trade		6		Supervisory experience should be in relevant trade . Textiles experience will not be considered
Certificate in relevant trade of minimum 6 months duration		4		Minimum 10th pass with Certificate in relevant trade of minimum 6 months duration.Textiles qualification and experience will not be considered .
Diploma in relevant trade of minimum 1 year duration		2		Minimum 10th pass with Diploma in relevant trade of minimum 1 year duration.Textiles qualification and experience will not be considered .
ITI in the relevant trade		2		Minimum 10th pass with ITI in relevant trade. Textiles qualification and experience will not be considered .
Graduate in the relevant trade		2		Graduate in relevant trade. Textiles qualification and experience will not be considered .

Recruitment: Responsibility of respective centre/partner, but the final interview will be conducted by Quality Audit Team at **PRAGTI EDUCATION AND WELFARE SOCIETY** conducted Office.

Train the Trainer Programme: Training will be arranged respective Sector Skill Council as per the guidelines of the respective Sector Skill. Participation in the said programme is compulsory. The training cost to be borne by the partner/centre as prescribed by the SSC.

D. Study Material: As prescribed by respective SSC

E. Promotions:

- Flex/Banner/Hoarding/Standee – at the entrance of the centre
- In-house Poster at reception and class rooms
- Regular updates in Facebook with photos and videos of various events/activities
- Certificate of NSDC Partnership and Affiliation Certificate from Sector Skill Councils to be displayed at Notice Board

(All promotional artworks to be provided by **PRAGTI EDUCATION AND WELFARE SOCIETY** as per the guidelines of NSDC/PMKVY)

F. Documents to be maintained:

1. List of Trainees enrolled in SDMS Format (at the time of registration for PMKVY scheme)
2. PMKVY Enrollment Form*
3. Details of Trainers
4. Attendance report (to be uploaded on website everyday)
5. Students' leave register*
6. Study material distribution register*
7. Academic reports*
8. Students' feedback form*
9. Drop out register
10. Internship register*
11. Examination – attendance register and marks register*
12. Certification issue register*
13. Placement register*
14. Outreach programme details
15. Photos and videos of theory and practical classes to be sent to Head Office (atleast one per batch per week)
16. Photos and videos of various activities/events
17. Proper entry in web-system as guided by **PRAGTI EDUCATION AND WELFARE SOCIETY** specially in following areas
 - a. Students' Information System (SIS)
 - b. Attendance
 - c. Marks
 - d. Study material distribution record
 - e. Drop out

G. Staff pattern for Training Centre (Aadhaar Card Mandatory)

Sl. No	Post Name
1.	Receptionist/ Front Office Coordinator
2.	Placement Coordinator
3.	Counselor
4.	Administration Officer
5.	MIS Coordinator(management information system)
6.	Mobiliser
7.	SPOC(Single Person of Contact)Cont.
8.	Faculty
9.	IT Coordinator
10.	Nodal Officer

Equipment Details

Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Minimum number of Equipment required (per batch of 25 trainees)	Minimum number of Equipment required (per batch of 20 trainees)	Is this a mandatory Equipment to be available at the	Dimension/ Specification/ Description of the Equipment/ ANY OTHER REMARK

				Training Center (Yes/No)	
Industrial Single Needle Lock Stitch Sewing Machine set With Needle Guard	15	13	10	Yes	
5 thread Over Lock Machine set	1	1	1	Yes	
Pressing Table	1	1	1	Yes	
Iron/Press	1	1	1	Yes	
Computer	1	1	1	No	
Computer Peripherals	1	1	1	No	
Printer	1	1	1	No	
Projector	1	1	1	No	
Design Patterns template (Quantity and variety may vary)	1	1	1	Yes	qnt may vary
Scissors(paper cutting)	1	1	1	Yes	
Tracing Wheel	1	1	1	Yes	

Tailor'S Chalk	1 Box	1 Box	1 Box	Yes	
Pins & Safety Pins	1 Box	1 Box	1 Box	Yes	qnt may vary
Dress Maker'S Pin	1 Box	1 Box	1 Box	Yes	qnt may vary
Pin Cushion (One set)	1 set	1 set	1 set	Yes	
Scale, variety(eg:L scale, straight scale, french curve, hip curve, can be used depending on type of garments etc)	1	1	1	Yes	(eg:L scale, straight scale, french curve, hip curve, can be used depending on type of garments etc)
Bobbin (Good Quality and industrial sewing machine bobbin, Qty may vary as per requirement)	25	21	17	Yes	qnt may vary
Bobbin Case (Good Quality and industrial sewing machine bobbin, Qty may vary as per requirement)	20	17	13	Yes	qnt may vary
Personal Protective Equipment (One eachch type (Nose mask & Goggles))	15	13	10	No	
Dress Form(size medium,preferably woman)	1	1	1	Yes	
Hanger	1	1	1	Yes	
Cleaning Cloth	16	14	11	Yes	

Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement)	25 spools/cones	21 spools/cones	17 spools/cones	Yes	(Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement)
Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage)	1 packs	1 packs	1 packs	Yes	(Various gauges for hemming, the quantity may vary depending on type of fabric, usage, breakage)
Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary)	10 packs	9 packs	7 packs	Yes	Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary)
Needle Threader	16	14	11	No	
Garment (various styles,qty may vary as per requirement)	1	1	1	Yes	
Madeups Sample (various styles,qty may vary as per requirement)	1	1	1	Yes	
Home Furnishing Sample (various styles,qty may vary as per requirement)	1	1	1	Yes	
Fabric Yardages, surplus fabric,good quaity muslin madatory , other optional, qnt may vary)	250 mtrs	209 mtrs	167 mtrs	Yes	surplus fabric,good quaity muslin madatory , other optional, qnt may vary)
Required Trims/accessory	20 Packs	17 Packs	14 Packs	Yes	qnt may vary
Machine Folders with Attachments	5 sets	5 sets	4 sets	Yes	vaarious types and qnt

Students Stools For Sewing	16	14	11	Yes	
Teacher Table	1	1	1	Yes	
Teacher'S Chair	1	1	1	Yes	
Dustbin	1	1	1	Yes	
Small Baskets For Stroring & Keeping Trims	16	14	11	Yes	
First Aid Box	1	1	1	Yes	
Machine Oil	1 Ltr.	1 Ltr.	1 Ltr.	Yes	
Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel ,measuring tape)	30	25	20	Yes	Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel ,measuring tape)
Small screws with screw drivers	5 sets	5 sets	4 sets	Yes	qnt may vary
Fire Extinguisher	1	1	1	Yes	
Staionary Set	30 sets	25 sets	20 sets	Yes	notebook, pen, pencil, eraser, sharpner,scale small

Documents set(Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabricrequiremnt sheet, trims requirement sheet, buyers comment sheet, record maintenance sheetetc)	1 set	1 set	1 set	Yes	
Seam Samples / Different Fabrics swatch file	1 set	1 set	1 set	Yes	
Participant Manual	30	25	20	Yes	
Student's Chair With Table Arm	30	25	20	Yes	for classroom
White/Black Board Marker/Chalk &Duster	1	1	1	Yes	
Dexterity Test Kit	1	1	1	Yes	
White/Black Board	1	1	1	Yes	
Fusing, (woven/nonwoven, qty and varierty may vary)	5 mtrs	5 mtrs	4 mtrs	Yes	Fusing, (woven/nonwoven , qty and varierty may vary)
Cutting Table	1	1	1	Yes	
Fabric Cutting Scissors	30	25	20	Yes	

PRAGTI EDUCATION AND WELFARE SOCIETY

(First Party)

By its Authorized Signatory

MUKHTIAR SINGH

(PRESIDENT)

Date: ...th ,2018

In presence of the following Witnesses

- 1.**
- 2.**

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(Second Party)

By its Authorized Signatory

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Date: ...th ,2018

In presence of the following Witnesses

- 1.**
- 2.**