

## Training Schedule - Entrepreneurship for Handloom Weavers (672)

**Total Contact Hours: 240 hrs (PCP( 120 hrs) + Self Study (120hrs)**

**PCP- 120hrs (Theory (30hrs) + Practical (90hrs)**

Session	Lesson	Theory (1 hour)	Practical (3 Hours)	Self study /Assignment	Learning Outcomes
Day 1	1.First Step Towards Entrepreneurship	1.1.Entrepreneurs hip 1.2. Need and importance of entrepreneurship	Know your Progress 1.1, Know your Progress 1.2, Know your Progress 1.3 - Make a chart to be displayed in the classroom listing the characteristics of an entrepreneur. - Make and present a PPT on the Need and Importance of Entrepreneurship.	Visit an entrepreneur in your neighborhood and write a report with reference to the following points: - What motivated him, - How did he raised the capital for investment, - Number of Employees, - products being made and sold, problems he faced.  Portfolio activity 1.1	<ul style="list-style-type: none"> <li>○ Asseses self for qualities of an entrepreneur</li> <li>○ Seeks out and develops skills required of an entrepreneur</li> <li>○ Aware of resources required for setting up an enterprise</li> <li>○ Reflects critically on problems faced by an entrepreneur</li> <li>○ Demonstrates awareness of the existing myths of entrepreneurship</li> <li>○ Differentiates between Self employment and entrepreneurship</li> <li>○ Articulates on the advantages and disadvantages of entrepreneurship</li> </ul>
Day 2		1.3. Myths of entrepreneurship 1.4. Difference between self employment and entrepreneurship	Discuss the various myths regarding entrepreneurship with your friends and conclude which is true and not. Debate on the advantages and disadvantages of an entrepreneur.	Undertake group discussions with friends regarding some of the myths you have heard about. Participate in small group discussions with entrepreneurs in your neighborhood.	

Day 3	2.Entrepreneurial Characteristics	2.1. Types of entrepreneurship 2.2. Competencies of an entrepreneur	Tabulate and write the different types of entrepreneurship organizations and their characteristics. Design a Self Analysis perform and do self analysis against the listed characteristics of an effective entrepreneur. Mark against each characteristics as average, good, very good, excellent. Know your Progress 2.1, Know your Progress 2.2	Write an essay on an successful entrepreneur whom you admire and consider as your role model commenting on his characteristics and qualities. Make a survey of the types of Entrepreneurship units working in your neighborhood and submit a report commenting on the advantages and disadvantages of these. Portfolio activity 2.1 Portfolio activity 2.2 Practical activity 2.1	<ul style="list-style-type: none"> <li>○ Differentiates between the different types of entrepreneurship organizations</li> <li>○ Appreciates the characteristics of each type</li> <li>○ Designs performas to assess self in relation to expected characteristics of an entrepreneur</li> <li>○ Demonstrates understanding of the characteristics and practices of different types of entrepreneur organizations</li> <li>○ Seeks out means and ways to enhance entrepreneurship skills</li> </ul>
Day 4		2.3. Entrepreneurial values, attitude, behaviour and motivation	Group Discussion on Entrepreneurial values, attitude, behaviour and motivation	Continuation and completion of previous day activities	
Day 5	3.Entrepreneurial Opportunities	3.1. What is environment scanning	Design a questionnaire for surveying the entrepreneurial opportunities in your city. Attach to portfolio. Know your Progress 3.1	Using the questionnaire designed in the class and undertake a survey to assess the entrepreneur units of your neighborhood	<ul style="list-style-type: none"> <li>○ Participates in different professional activities to grow professionally</li> <li>○ Designs questionnaires to assess and survey</li> </ul>

Day 6		3.2. Sensing entrepreneurial opportunities. 3.3. Trend spotting	Organize a class trip to the market to study and spot the trends in – <ul style="list-style-type: none"> <li>• Fabric,</li> <li>• Colours,</li> <li>• Weaves</li> <li>• Designs</li> </ul>	Write a report of your observations and findings of the class trip and submit. Collect samples of the weaves, colours, fabrics and designs and paste in the portfolio along with the report.	entrepreneurship opportunities in the neighborhood <ul style="list-style-type: none"> <li>○ Appreciates the need to undertake Trend Spotting in the local markets</li> <li>○ Recognizes the special needs of each area or state markets</li> <li>○ Exhibits creativity and innovation in setting up of own enterprise.</li> </ul>
Day 7		3.4. Creativity and Innovation 3.5. Selecting the right opportunity	Know your Progress 3.2, Know your Progress 3.3		
Day 8	4. Understanding the Market	4.1. Types of business 4.2. Self Help Groups – Characteristics of an ideal SHG .	Make a proposal for setting up a Self help Group taking necessary steps towards its final establishment. Practice filling an application for SHG Registration	Portfolio Activity 4.1 Survey your neighborhood and study the working of Self Help Groups. Write and submit a report commenting on their characteristics.	<ul style="list-style-type: none"> <li>○ Differentiates and understands the different types of business organizations</li> <li>○ Aware of the characteristics of Self Help Groups</li> </ul>
Day 9		4.3. Market cycle and market forces 4.4. Pricing	Create an Email ID of self and send a mail to your friend. Group discussion on Factors affecting Pricing of goods	Know Your Progress 4.1, Know Your Progress 4.2 Survey some units in your neighborhood and study the factors the manufacturers keep in mind deciding the prices for their products	<ul style="list-style-type: none"> <li>○ Recognizes and uses the ruling factors for the pricing of products manufactured in organization</li> </ul>
Day 10		4.5. Market survey 4.6. Traditional market Vs E-commerce	Practical Activity 4.1, Practical Activity 4.2, Practical Activity 4.3, Practical Activity 4.4 Practical Activity 4.5	Know Your Progress 4.3 Visit a unit doing E-Commerce and a unit of traditional method and compare them to study how E-Commerce is better than	<ul style="list-style-type: none"> <li>○ Designs and uses an E mail ID for communicating with</li> </ul>

		Design a flow chart to show the process you will observe while conducting a market survey.	traditional marketing with reference to ease in entering the global markets.	people
Day 11	4.7. Use of technology and social media.	Create your Email ID and send a mail to your friend seeking help in setting up your enterprise. Create a Facebook page to promote your products Practice working on MS word, MS Excel, and Social Media	Portfolio Activity 4.2 Visit 4 sites of enterprises using e-commerce. Study and write about the feasibility of starting your own e-commerce unit for your product. Practice working on MS word MS Excel, and Social Media	<ul style="list-style-type: none"> <li>○ Demonstrates appropriate use of Media and Technology</li> <li>○ Differentiates between E Commerce and Traditional Marketing</li> </ul>
Day 14	5. Managing Finance 5.1. Cash register/book keeping 5.1	Practical 5.1 Practice designing Performa of: <ul style="list-style-type: none"> <li>● Journal</li> <li>● Ledger</li> <li>● Financial Statements</li> </ul> Practice of filling data in various financial registers and documents.	Portfolio Activity 5.1 Visit nearby units to study the registers and financial documents maintained by. Write a report about your discussions with the owners of the enterprise regarding their importance and need.	<ul style="list-style-type: none"> <li>○ Is aware of the different financial records maintained by an enterprise</li> <li>○ Designs performas for required information</li> <li>○ Legibly and neatly fills /writes data in the record of the enterprise</li> </ul>
Day 15	5.3 Concept of unit costing	Calculate the costing of any four products made in a weaving unit Make a chart to showing the formula you will adopt to calculate the Break Even Analsysis	Portfolio Activity 5.2 Design a Cost sheet for any one of your product for the first quarter of the financial year of your unit. Practice filling in the details to assess the profit for this period.	<ul style="list-style-type: none"> <li>○ Routinely undertakes unit costing activity</li> <li>○ Uses available financial data to formulate Income , Profit and loss statwements of the enterprise</li> </ul>
Day 16	1. Income statement/profit & loss statement.	Know your Progress 5.1, 5.2 Practical 5.2 Visit a two manufacturing	Practical 5.2 Practice making graphic representation of relationship	<ul style="list-style-type: none"> <li>○ Undertakes Break Even</li> </ul>

		5.4 2. Break even analysis 5.5	units of your area and study the Comparative Statement of Income for the year ending 31, March 2016 and year ending 31, March 2017 to study the calculation of increase and decrease of expenses	between costs, volume and the profits of your unit	<p>Analysis of the organization</p> <ul style="list-style-type: none"> <li>○ Seeks out means to control expenditure</li> <li>○ Aware of taxes payable by the organization</li> <li>○ Calculates and fills in the prescribed forms for tax applicable for submission to the different authorities</li> </ul>
Day 17		5.6. Concept of tax	Know your Progress 5.3, Know your Progress 5.4 Visit the Tax offices nearby and study the different taxes both Direct and Indirect you are liable to pay on setting up your own enterprise.	Collect and practice filling in of the various Taxation Forms mandatory for your unit	
Day 18	6. Banking Transactions	6.1. Various types of banking services and accounts. 6.2. Pan Card	Visit the Income Tax office and Fill a form for requesting the authorities for the issue of PanCard Practical work 6.1, Practical work 6.2	Visit a bank in your neighborhood and practice fill in the following: - Account Opening form - A pay in slip - A cheque	
Day 19		6.3. Procedure for opening a bank account and on-line 6.4. AADHAR Card and its importance Procedure for getting an Aadhar Card	Know your Progress 6.1 Make visit to the nearby banks and study the procedure of opening different types of accounts. Also study the special facilities being extended by them for entrepreneurs Practice the procedure of applying and filing an application for request for a	Portfolio Activity 6.1 Portfolio Activity 6.2 Know your Progress 6.3 Write a report on the visit made to the banks and assess which bank you would like to open your account. Give reasons for your choice.	

			duplicate Aadhar Card on net.		like BHIM for online financial transactions
Day 20		6.5. Banking App. 6.6. Loan facilities from bank	Know your Progress 6.2 Portfolio Activity 6.3 A visit to the bank nearby to study the loans available and the other facilities available for setting up your new enterprise.	Practical Work 6.1 Download the BHIM APP on your mobile and use it for your daily financial transactions.	
Day 17	7.Resource Mobilization	7.1. Types of resources 7.2 Selection of Human Resources.	Practical Work 7.1 Portfolio Activity 7.1 Visit a handloom unit nearby and study the different types of resources being used. Record your observations and findings	In order to appoint an accountant in your enterprise design a job profile for an accountant in a weaving unit to refer to during the interview.	<ul style="list-style-type: none"> <li>○ Demonstrates awareness of the different types of resources required to run an enterprise</li> <li>○ Exhibits confidence in selecting appropriate human resource for own enterprise</li> <li>○ Appreciates the importance and role of the following - Auditor, Accountant</li> <li>○ Plans and implements an effective auditing and accounting process for the enterprise</li> </ul>
		7.3. Utilization of human resources 7.4. Role of professional  1. Auditors 2. Types of auditors	Know your Progress 7.1 Practical Work 7.2 In the practical file record the following: 1.Role and responsibilities of Auditor 2. Role and responsibilities of an Accountant Know your Progress 7.2 Portfolio Activity 7.2	Practical Work 7.2 Visit a small and a big weaving unit and compare the number human resources employed in each department. Comment on the type and number of personnel employed there. Visit any two weaving unit and study the auditing process adopted by them	
Day 18	8.Branding and	8.1. India Handloom Brand	Portfolio Activity 8.1 Make a chart showing the	Know Your progress 8.1 Practical Work 8.2	<ul style="list-style-type: none"> <li>○ Appreciates the need for</li> </ul>

	Packaging	8.2.Branding Process	Products under IHB Tabulate and describe the various Brand Elements	With help of an illustration show the process of Registration for IHB	<p>Branding</p> <ul style="list-style-type: none"> <li>○ Describes and discusses the various Branding elements</li> <li>○ Recognizes the logos of some popular brands available in the market</li> <li>○ Creatively selects a name for the enterprise and designs a logo for branding</li> <li>○ Uses appropriate packaging and labeling of products</li> </ul>
Day 19		8.3 Giving name and logo to a product	Know Your Progress 8.2 Practice designing and drawing the different logos of various brands	Collect pictures of various logos and paste them in your file.	
Day 20		Packaging, its level and importance Labeling and its importance.	Know Your Progress 8.3 Practical work 8.1 Make a chart to show the different levels of Packing	Design a label for your product. Visit a nearby unit and study the type of packing adopted by it and comment on its appropriateness.	
Day 18	9. Government Schemes and Financial Institutions for Handloom	9.1.Welfare schemes by Government for handloom weavers.	Know Your Progress 9.1 Organize a visit to a CHCDS and study the kind of government aid and help being given to them. Practical work 9.1, Practical work 9.2	Portfolio Activity 9.1 Visit the Mahatama Gandhi Bunkar Bima Yojana (MGBBY) and study the amount of compensation that a weaver is entitled to in case of : 1.Natural Death 2. Partial Disabilty 3. Total disabilty 4. Accidental death	<ul style="list-style-type: none"> <li>○ Updated and informed about the Govt. Schemes and support by Financial Institutions for weavers through Net Surfing</li> <li>○ Connects with organizations for growth of self and Enterprise</li> </ul>

Day 19	Weavers	Handloom weavers comprehensive welfare schemes.	Practical Work 9.1 and Practical Work 9.2 Surf the net for the following: 1. Revival, Reform 2. Restructuring Package, 3. Yarn supply scheme, 4. Hathkargha Samvardhan Sahayta (HSS).	Make a chart listing the different welfare schemes of the government for the weavers. Write a report on the findings after surfing the net for required information	<ul style="list-style-type: none"> <li>○ Establishes professional relationships for professional growth and expansion of enterprise</li> <li>○ Alert to available opportunities for growth</li> <li>○ Is informed about other organizations providing related services / manufacturing similar products</li> <li>○ Subscribes to MGBBY for claiming compensation in case of accident or death</li> <li>○ Calculate the compensation payable to the weaver in different situations</li> </ul>
Day 20		Role of various govt. bodies in handloom and textiles.	Class room discussion on role and support extended by various govt. bodies in handloom and textiles. Portfolio Activity 9.2	Know Your Progress 9.2 . Visit local authorities to gather more information. Gather information from local weavers also.	
Day 21	10. Entrepreneurial Skills – Assessment & Idea Generation	10.1. Self assesment of qualities, skills and resources 10.2. Generation of ideas	Undertake self analysis and list your qualities skills and resources Draw a business plan for your weaving unit you plan to set up. Hold small group discussions with your friends and colleagues. Know Your Progress 10.1 Practical work 10.1	Portfolio Activity 10.2 Make a list of the resources available to you with regards to tangible and intangible assets.	<ul style="list-style-type: none"> <li>○ Critically evaluates self for qualities required to be a successful entrepreneur.</li> <li>○ Generates ideas to establish and run the enterprise successfully.</li> <li>○ Conducts a Feasibility Study before setting up an</li> </ul>



Day 22	10.3 Feasibility study 10.4. Opportunity assesment	Class discussion on generation of ideas for setting up a enterprise. Discuss Case studies Portfolio activity 10.2 Practical Work 10.2	With the help of a flow chart show the characteristics and components of a good feasibility report. Know Your Progress 10.2	enterprise. ○ Designs and successfully executes a Design Plan for the enterprise. ○ Critically assesses all opportunities available while setting up an enterprise
Day 23	1. Execution of business plan 10.5	Class room discussion on creation and execution of a business plan. Portfolio Activity 10.3 Practical work 10.3	Know Your Progress 10.3	
Day 24	<b>Teaching the learners the procedures they will be required to observe to DESIGN A PROPOSAL FOR SETTING UP A HANDLOOM AND TEXTILE UNIT (right from inception to launch)</b>			
Day 25	<b>Discussion with your mentor</b>			
Day 26	<b>Conduct Market survey for further information to complete the project.</b>			
Day 27	<b>Write feasibility report</b>			
Day 28	<b>Design the action plan</b>			
Day 29	<b>Explore the government schemes that you can avail for your project</b>			
Day 30	<b>Write the Proposal</b>			