

STORE KEEPER

QUALIFICATION PACK

Ref. Id. : AMH/ Q0501

SECTOR

Apparels, Made ups
& Home Furnishing

CLASS

11 & 12



विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

PSS CENTRAL INSTITUTE OF VOCATION EDUCATION

(A constituent Unit of National Council of Educational Research and Training, under Ministry of Education, Government of India), Shyamla Hills, Bhopal – 462002 (M.P.)

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VOCATIONAL EDUCATION

Vocational Education and Training (VET) in India is organised through the formal, informal and non-formal sector. VET delivery occurs in different forms, according to different target groups and the skill needs of the learners. Amongst the various Ministries, the Ministry of Skill Development and Entrepreneurship (MOSDE) and the Ministry of Education (MOE), Government of India are responsible for the majority of the skill development schemes and programmes. VET provisions made through the schools, colleges and universities come under the purview of the Department of School Education and Literacy and Department of Higher Education of the MoE. The vocational education and training provided through Polytechnics, Industrial Training Institutes, Jan Shikshan Sansthan, National Institute for Entrepreneurship and Small Business Development comes under MOSDE. Schools provide an environment to the learners for systematic acquisition of knowledge, skills and attitude required to meet the varied aspirational needs and educational goals. The school-based vocational education programmes provide training for entry-level qualifications in various occupations.



Vocationalisation of education, which refers to the inclusion of those practical subjects or courses, which shall generate among the students some basic knowledge, skills and disposition that prepare them to think of becoming skilled workers or entrepreneurs is being implemented under the Samagra Shiksha - an integrated scheme of school education. It is designed to provide diverse educational opportunities and career pathways and improve learning outcomes in occupational skills.

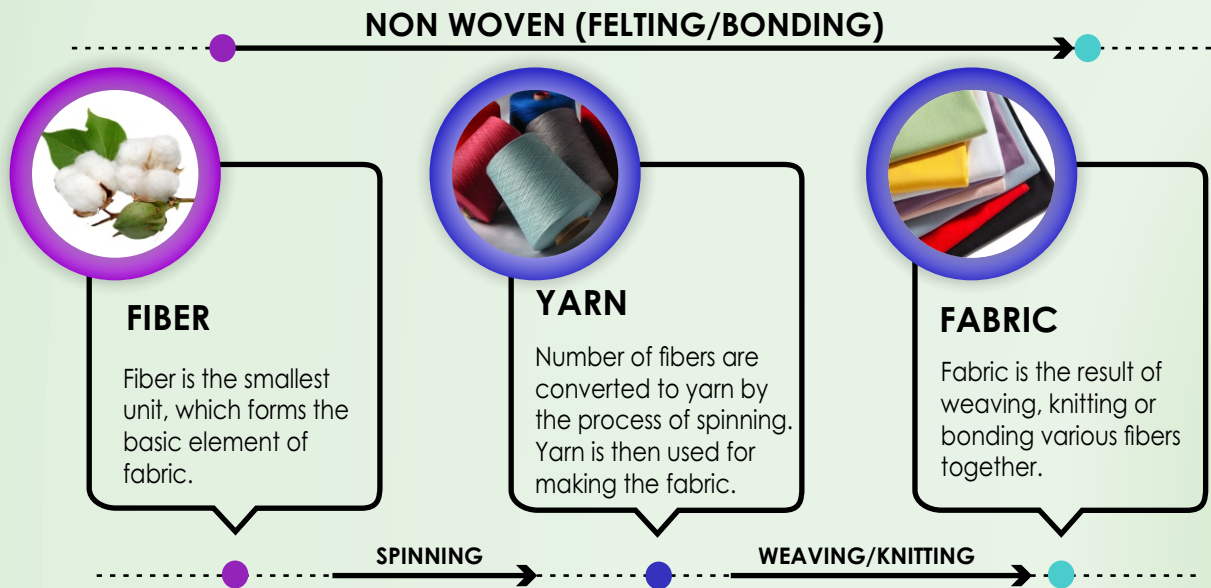
Vocational Education and Training (VET) system is recognised to prepare and develop skilled manpower to meet the growing demands of labour market. VET focuses on specific job roles and imparts practical knowledge and skills, which allow individuals to engage in specific occupational activities. It is not only vital for providing employment opportunities to individuals but also helps in enhancing productivity in industries.

The vocational subjects were introduced under the revised scheme of vocationalisation of secondary and higher secondary education in 2012, with one job roles across Grades 9 to 12 (4-year pattern). The scheme was subsumed in Samagra Shiksha in 2018, along with Sara Shiksha Abhiyan (SSA) and Rashtriya Madhyamik Shiksha Abhiyan (RMSA).

There has been increased emphasis on Vocational Education in the National Education Policy 2020 (NEP-2020). The NEP-2020 envisages re-imagining of Vocational Education to provide a due social status and for developing a system for integration of Vocational Education with General Education.

ABOUT APPAREL, MADE-UPS AND HOME FURNISHING (AMHF) SECTOR

Apparel, Made-ups and Home Furnishing sector is amongst the fastest growing sectors in our country. It covers a great number of activities from the transformation of raw materials into fibres, yarns and fabrics to produce end products. This sector includes activities related to designing, pattern making, cutting, stitching, finishing and embellishment of apparel, made-ups and home furnishing items. It also includes assessing their quality, merchandising and export.



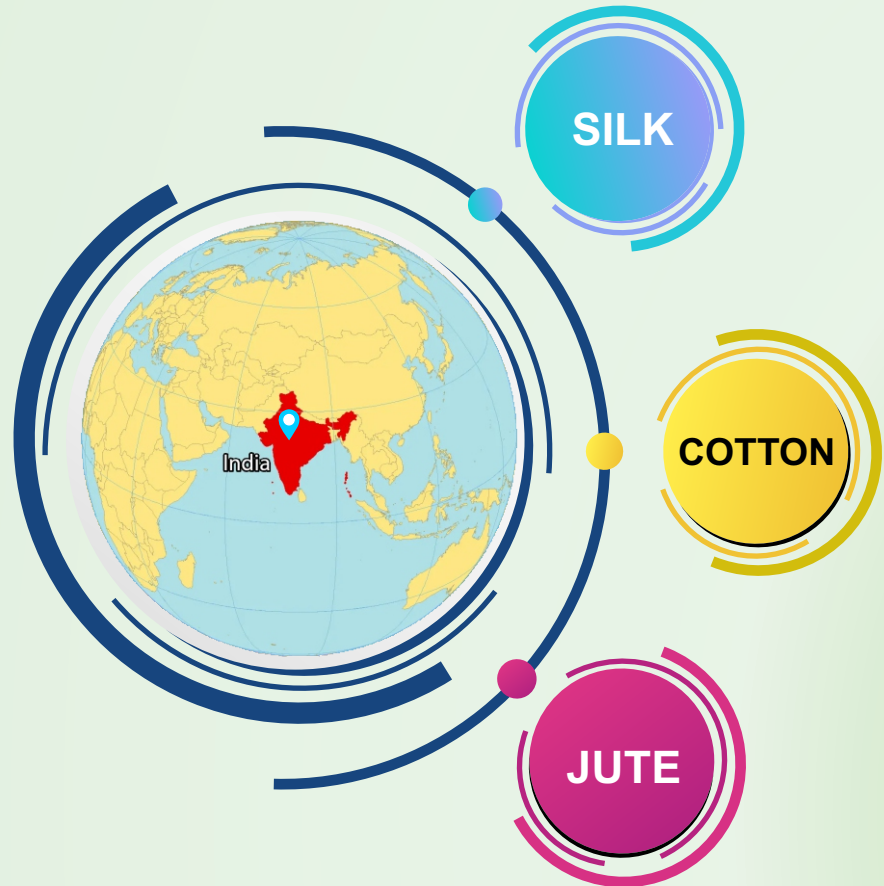
Fabric is transformed into various end products as per requirement. Textile/Apparel product development passes through the stages of planning and execution with quality control at each stages.



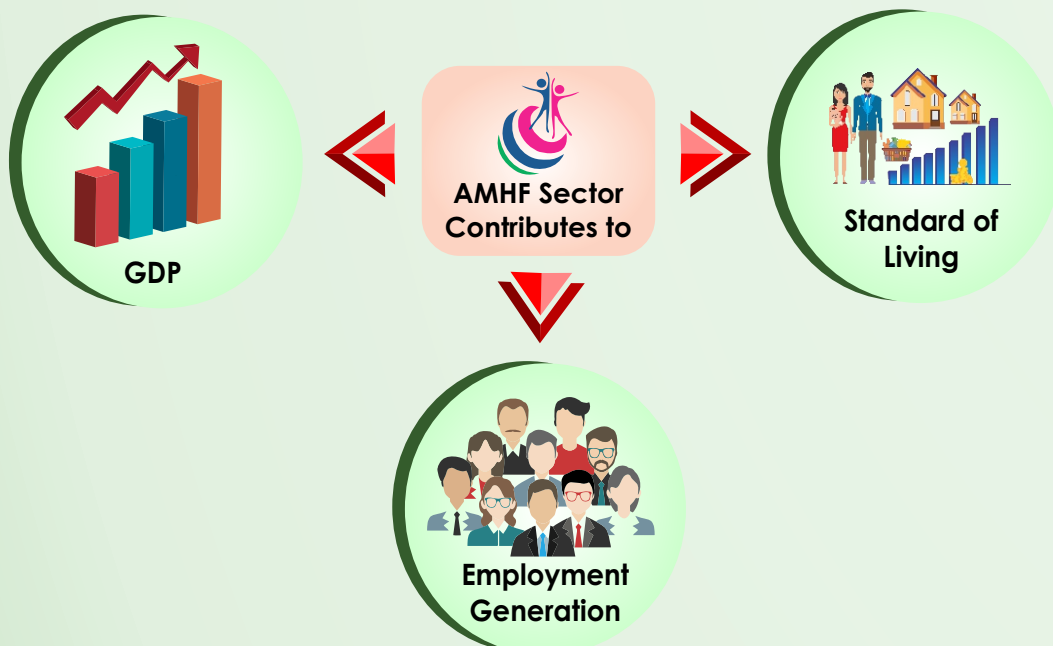
CONTRIBUTION OF AMHF SECTOR IN ECONOMY

India not only possesses a rich heritage but also holds a strong position on the world map showcasing the richness of legacy in agriculture and textile industry.

One of the Major Exporter



The above figure reflects the contribution of the AMHF sector to India's growth. AMHF has not only contributed to the Gross Domestic Product (GDP) but also boosts economy by being a vital part of the exports. This sector has been vital in the employment generation in the country seeding the growth of youth and improvement in standard of living.



COMPONENTS OF APPAREL INDUSTRY

AMHF sector can be divided into two major segments:

1. **Fiber to Fabric (Textile Industry)**
2. **Fabric to Product (Apparel Industry)**

The textile industry in the AMHF sector includes the conversion of fiber into yarn or fabric and yarn to fabric. The fabric is further enhanced using dyeing, printing, embroidery, embellishment & finishing technique.

The apparel industry consist of usage of this fabric to create various product like garments, home furnishings & accessories.

Other industries associated with AMHF sector are:



Apparel industry is very diverse in nature performing variety of processes. It starts from a design idea and ends when the finished garment reaches the customer. These processes are carried out by different departments of an apparel industry. Every department is responsible for a specific function and together all the departments aim at providing good quality product within reasonable cost and time. Various departments are as follows-

- Merchandising Department
- Store Department
- Cutting Department
- Sewing Department
- Washing Department
- Finishing and packing Department
- Quality Assurance Department
- Maintenance Department
- Finance & Accounts Department
- Admin Department



ABOUT THE JOB ROLES

In the Apperal, Made-Ups and Home Furnishing sector, there are various job roles which one can opt as their profession and enhance their skills. This sector focuses on providing many job opportunities to the budding candidates. It includes all the jobs related to apparel industry like pattern master, self-employed tailor, hand embroiderer, etc. and self-owned small businesses like embroidery unit, boutique, design studios, etc. Job roles identified by National Skills Qualification Framework (NSQF) under Apperal, Made-Ups and Home Furnishing Sector as follows:

01	Fabric Checker
02	In-Line Checker
03	Layerman
04	Measurement Checker
05	Pressman
06	Sewing Machine Operator
07	Embroidery Machine Operator (Zigzag Machine)
08	Export Assistant
09	Framer - Computerized Embroidery Machine
10	Garment Cutter (CAM)
11	Hand Embroiderer
12	Quality Assessor
13	Sampling Tailor
14	Advance Pattern Maker (CAD/CAM)
15	Fashion Designer
16	QC Executive - Sewing Line
17	Merchandiser
18	Machine Maintenance Mechanic (Sewing Machine)
19	Export Executive
20	Export Manager
21	Sampling Coordinator
22	Industrial Engineer (IE) Executive
23	Production Supervisor Sewing
24	Factory Compliance Auditor
25	Specialized Sewing Machine Operator
26	Assistant Designer - Home Furnishing
27	Assistant Designer - Madeups
28	Assistant Fashion Designer
29	Boutique Manager
30	Cutting Supervisor
31	Fabric Cutter - (Apparel made Ups and Home Furnishing)
32	Finisher
33	Hand Embroiderer (Addawala)
34	Line Supervisor Stitching
35	Merchandiser - Made-Ups & Home Furnishing
36	Online Sample Designer
37	Packer
38	Pattern Master
39	Processing Supervisor (Dyeing & Printing)
40	Record Keeper
41	Self Employed Tailor
42	Sewing Machine Operator (Knits)
43	Sourcing Manager
44	Store Keeper
45	Washing Machine Operator

One of the important job role of this sector is store keeper. The Store Keeper keep the track of receipt, issue, handling, storage and preservation of materials for quantity, quality and traceability. He/She is responsible for looking after the overall material handling operations, such as receiving the goods, obtaining quality approval from the quality control laboratory in organization, delivering the products, maintaining the required stock inventory and providing necessary information appropriately and systematically. This job role deals with the management of logistics and distribution, marketing, procurement and purchase.



ROLES AND RESPONSIBILITIES OF A STORE KEEPER

1. To receive, inspect, organize, safeguard, issue and maintain of inventory various raw materials to be used in manufacturing either directly as raw materials and/or consumed in process.
2. To be methodical with Store Keeping processes, business skills particularly accounting procedures, record keeping tools and sampling.

CLASS-XI

UNIT 1

Introduction to store Keeping and accounting of material

Store department is very crucial for any apparel factory as all the raw material required for apparel productions such as fabrics, yarns, threads, buttons, trims, labels, packing materials. are stored here. In this unit, the students will learn about responsibilities of store keeper, inspection of material and identification of different packaging symbols. This unit also discusses about the issuing of raw materials and writing emails and memos clearly.



UNIT 2

Organisation/arrangement of store items

This unit discusses about the systemic manner of organizing the raw material in the space allotted for the store. The appropriate use of various shelves, boxes and racks are also emphasized in this unit. The students will learn about the importance of periodic record and stock checking to maintain a neat, clean and well organised store.



UNIT 3

Maintaining records as evidence to conform to the processes

In this unit, students will learn how to maintain the records of materials available in the store. A tool is needed to record all incoming materials, their quantity and other information against each item. So, they learn to use applications such as excel sheet. This will ensure that they have all the records in the inventory sheet whenever and whatever needed. They will also learn how to keep records of vendor complaints for quality management.



UNIT 4

Maintaining a clean and hazard free working area

This unit talks about maintaining a clean and hazard free working area which emphasize on handling, correct storage of waste material importance of personal hygiene and health.



UNIT 5

Health and safety related practices applicable at the workplace

This unit discusses about the potential hazards and safety measures at work place. The students learn about safe handling of equipment, benefits of a healthy lifestyle and environmental management procedures.

UNIT 6

Compliance to legal, regulatory and ethical requirements

In this unit, the students will learn about the importance of ethics and values. The company policies, procedures, team work and support to supervisor are also emphasized.

CLASS-XII

UNIT-1

INSPECTION AND CHECKING OF MATERIALS AS PER SPECIFICATIONS AND UPKEEP OF STOCK UPDATES

Here students will learn about inspection of products in store department, management of rejected and damaged material, returning damaged material to vendors, knowledge of computer and calculation, oral communication and decision making. This department is one of the most important and responsible departments in any apparel production chain. If store inventory analysis is accurate then other processes of apparel production can be done smoothly.



UNIT-2

MANAGE HOUSEKEEPING OF STORE PREMISES AND STORE ITEMS



In this unit, students will learn housekeeping of the store, proper availability of storage material, arrangement of dyes and chemicals as per norms. The students will also learn about maintenance of preserving storage items and periodic stock checking of material. The store needs to be given importance and managed professionally to avoid risks and hazards. Poor inventory management also affects the profitability.

UNIT-3

MAINTAIN RECORDS RELATED TO ACCOUNTING, STORAGE AND PRESERVATION OF STORE ITEMS

This unit helps the students learn how to maintain records related to storage items. This unit lays emphasis on the maintenance of records of inter department communications.

UNIT-4 Maintain a Clean and Hazard Free Working Area

Here students will learn the importance and relevance of a clean and hazard free workplace. They will also learn how to ensure health of the employees and visitors. Maintaining clean walking surfaces, suitable footwear and appropriate speed of walking to avoid accidents is also a part of this unit. We will also talk about stairways, aisles and their cleanliness and maintenance for reducing accidents and ensuring a safe workplace. The students will also learn about effective oral written communication skills for the workplace.

UNIT-5 Health, Safety and Security at Workplace

Here students will learn about maintaining health, safety and security as these are one of the most important aspects of human concern at the workplace. This unit will also provide knowledge for building a working environment which provides and maintains highest degree of physical, mental and social well-being for workers in all occupation. The students will also learn to identify and report emergency situations.

UNIT-6 Industry and Organizational Requirements

In this unit students will learn to maintain documents and procedure for standard organizational compliance as well as ethical compliance. They will also learn the documentation and reporting procedure for deviation from compliance. They will also understand about regulations and requirements specific to customer needs.



Job Opportunities

The usual Job Opportunities after finishing the course can be

Self-Employment

- Owner of a store

Wage Employment



After completing the course for the job role of Store Keeper, the growth can be in the areas of:

Assistant store keeper

Store keeper

Store executive

Store in charge

Retail store manager

Logistics In charge

Warehouse In charge

On the job training

- ❑ Internships in related industries Government and private skilled training centres.
- ❑ Export/buying/design houses.
- ❑ Design development/ Product development department in government and private organisation.



ABOUT THE PSSCIVE

PSS Central Institute of Vocational, Education, Bhopal

The Pandit Sundarlal Sharma Central Institute of Vocational Education (PSSCIVE) is an apex research and development organization in the field of vocational education. It is a constituent unit of the National Council of Educational Research and Training (NCERT), established in 1993 by the Ministry of Education [Formerly Ministry of Human Resource Development (MHRD)], Government of India. It is also a UNEVOC (International Project on Technical and Vocational Education) Network Centre in India. The Institute has a picturesque 35-acre campus with Departments created for different disciplines, viz. Agriculture & Animal Husbandry, Business & Commerce, Engineering & Technology, Health & Paramedical Sciences, Home Science & Hospitality Management and Humanities, Science, Education & Research.

The Institute offers quality-training programmes in vocational pedagogy and a wide array of disciplines for the key functionaries in vocational education and vocational teachers. The highly qualified team of the Institute possesses excellent professional skills and experience required to impart training for classroom teaching and training.

The Institute has traversed the path of rapid development in vocational education, responding positively to the changing needs of the industry and at times initiating significant changes in the field of vocational education. The evolution of the Institute in the last twenty-five years has witnessed various challenges, but these have served as opportunities to explore new horizons and work on possibilities of reorienting strategies for meeting the skill needs of the people at the local and global canvas.



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