

Maharashtra State Board of Vocational Education Examination, Mumbai- 51

1	Name of Course	Certificate Course in Logistic Clerk																																								
2	Course Code	410146																																								
3	Max. Nos. of Student	25 Students																																								
4	Duration	6 Months																																								
5	Type	Full Time																																								
6	Nos. of Days / Week	6 Days																																								
7	Nos. of Hours/Days	7 Hrs																																								
8	Space Required	Theory Class Room – 200 sqft Practical – 1000 sqft																																								
9	Entry Qualification	S.S.C.																																								
10	Objective of Syllabus/ Introduction	After undergoing the training, the candidate shall be able to maintain and maintain the material movement in washing section.																																								
11	Employment Opportunity	Can work as Logistic Clerk in Garment Manufacturing Industry																																								
12	Teacher’s Qualification	Diploma / Certificate Course in Concern Subject.																																								
13	Training System	<table><tr><th colspan="7">Training System Per Week</th></tr><tr><td colspan="2">Theory</td><td colspan="2">Practical</td><td colspan="3">Total</td></tr><tr><td colspan="2">12 Hours</td><td colspan="2">30 Hours</td><td colspan="3">42 Hours</td></tr></table>						Training System Per Week							Theory		Practical		Total			12 Hours		30 Hours		42 Hours																
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14	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>41014611</td><td>Logistic Clerk</td><td>TH-I</td><td>3 Hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>41014621</td><td>Introduction to Garment Industry</td><td>PR-I</td><td>3 Hrs</td><td>100</td><td>50</td></tr><tr><td>3</td><td>41014622</td><td>Logistic Clerk</td><td>PR-II</td><td>6 Hrs</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>185</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	41014611	Logistic Clerk	TH-I	3 Hrs	100	35	2	41014621	Introduction to Garment Industry	PR-I	3 Hrs	100	50	3	41014622	Logistic Clerk	PR-II	6 Hrs	200	100			Total			400	185
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Theory & Practical

Subject Name : Logistic Clerk

Practical – II (41014622)	Theory (41014611)
Knowledge book keeping of productivity & chemicals Knowledge of stock taking Knowledge of raising Delivery Challan Taking accountability of Un washed & Washed garments Taking stock of chemicals & ordering. Storing all received chemicals based on expiry dates and using chemicals based on FIFO systems. Monitoring consumption of chemicals Co-ordinate with machine manufacturer Mock drills – fire fighting and first aid	Book keeping Stock taking. Office management. Storing of chemicals Safety precautions in washing section Fire fighting and first aid Communication and reporting systems Interpersonal skills Machine AMCs

List of Tools and Equipment :

Description	Quantity
Note Book 100 pgs, Pen, Pencil, Eraser, Ruler, White A4 sheets	25 set

Subject Name : Introduction to Garment Industry**Subject Code : 41014621**

Practical-I
<ul style="list-style-type: none"><input type="checkbox"/> Safety precautions – Use of pass words, data saving, and closing computers.<input type="checkbox"/> Familiarization with data to be entered and their files and path.<input type="checkbox"/> Familiarization with garment factory activities and the role of a data entry operator in maintaining records.<input type="checkbox"/> Mock drills – fire fighting and first aid<input type="checkbox"/> Safety precautions (uses of tools and equipments in safe manner.)<input type="checkbox"/> Stock Maintenance, coding the material, bin card entry.<input type="checkbox"/> Stock Inspection.<input type="checkbox"/> Familiarization of stock required by each department.<input type="checkbox"/> Practices of stock keeping of the cut panels and semi stitched garment parts<input type="checkbox"/> Knowledge of Stock requirement and arrangement.<input type="checkbox"/> Stock Maintenance and Accounting on stocks.<input type="checkbox"/> Knowledge of purchase and exchange.<input type="checkbox"/> Stock Reporting & Dispatching report maintenance.

List of Tools and Equipment :

Description	Quantity
Note Book 100 pgs, Pen, Pencil, Eraser, Ruler, White A4 Sheets	25 sets
Aprons, caps	25 sets
Store room Depending on stock	1
Computer System with printer	2