

TRAINING COMPLETION REPORT



2018 - 2019

Submitted By:

Haldia Municipality, East Midnapur

To:

Indian Oil Corporation Ltd.

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Training Completion Report

1. IOCL, Municipality and SPADE Institutional Arrangement:

In line with 'Make in India and Skill India Mission of Government of India' Indian Oil Corporation Limited (IOCL) Refinery Haldia, Purba Medinipur in West Bengal is capacitating the local women self help group members on selected trades for promoting their livelihood under its CSR initiatives. IOCL has assigned the task to Haldia Municipality which has engaged a resource organization viz Calcutta Society for Professional Action in Development popularly known as SPADE. For assuring effective implementation of the project, a MOU was signed between IOCL and Haldia Municipality authority. The table below depicts allocation of the tasks in short.

Sr	Task	Responsibility
01	Finalization of venue	HM
02	Finalization of Target (Number of trainees)	IOCL & HM
03	Identification of Sector, Traders / Job Roles	IOCL and HM
04	Mobilization of Trainees	HM
05	Establishment of Training Centre (Infrastructure, Equipment and Trainees, etc.)	IOCL and HM
06	Training Delivery as per schedule	HM
07	Review and Monitoring monthly basis	HM
08	Assessment within one week of training completion	IOCL and HM
09	Placement and Post Placement tracking and support after training completion	HM
10	Final Closure Report	HM

2. Training Calendar

Sr.	Name of the Training	Date of commencement	Date of completion	Duration (Days)	Number of Participants
01	Recycling of old clothes	14.12.2018	28.02.2019	3 months (60days)	30
02	Paper Up-cycling	17.12.2018	04.03.2019	3 months (60days)	30
03	Paper Cups and Plates	12.12.2018	26.02.2019	3 months (60days)	30
04	Apparel Skill Development Training	20.12.2018	06.04.2019	3 months (60days)	30
05	Bakery and Confectionary			3months(60days)	30

3. Description of the Participants:

The participants were selected from among the self-help group members living in and around the Haldia Municipality. The criterions for the selection were as under:

- Age more than 18 years but less than 40 years
- Preferably belonging to marginalized communities under Affirmative Action
- A woman's with disability, SC and ST etc.

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4. Details of the Training Venue:

The training hall was located at Haldia, a venue of Haldia Municipality, used for imparting trainings. The training hall had the required infrastructure mention below:

Item		Quantity
Floor Area	:	94'X35'= 3290 Square feet
Wooden Table	:	04
Moulded chairs	:	10
Iron Rack	:	04
White Board and Markers	:	04
Floor Mat	:	2500 sq. ft.
Electric Extension Board	:	10
Drinking Water facility	:	Sufficient
Separate toilet for Ladies and Gents	:	8
Accommodation of trainers	:	10
Vehicle for local travel for the trainers	:	02

5. Detail of the training events is furnished below:

5.1. Recycling of old clothes:

5.1.1 Objective: To Provide 3 month's hands-on training on recycling of old clothes from Collection to selling in the market. Also provide financial support for procuring machine.

5.1.2 Major Content of the Training was as under:

- Washing, Cleaning and Ironing of Clothes
- Publicity and Marketing
- Packaging of Clothes
- Sorting, Mending ,Repairing and transformation of cloth into aesthetic items
- Provided hands-on training

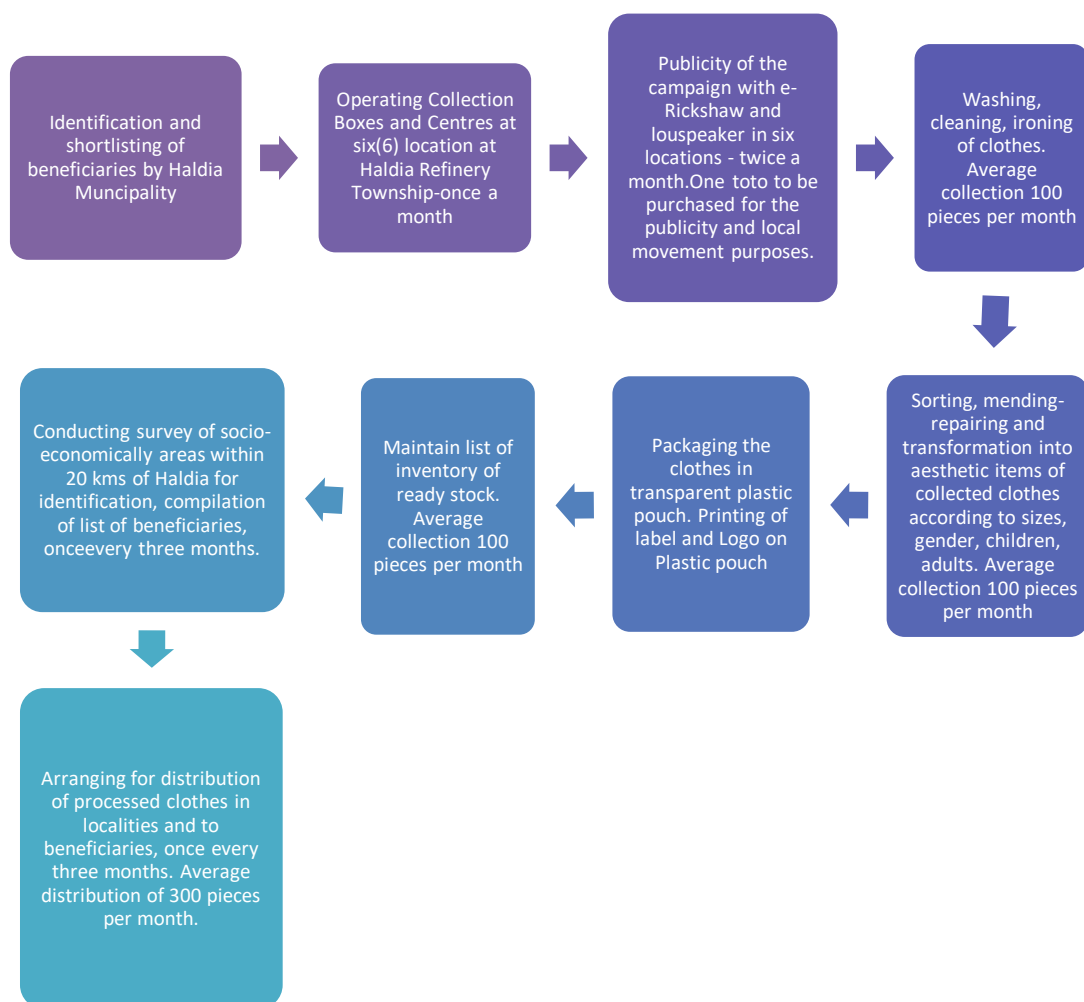
5.1.3 Faculty Support:

Sr.	Name of the Trainer	Qualification	Experience
Sr.	Mr. Swapan Das	Higher Secondary	30 years experience in providing tailoring and garments training
01	Debabrota Chakroborty	Higher Secondary	35 years experience in providing tailoring and garments training
02	Ms. Maumita Paramanik	Bachelor of Education	15 years
03	Somnath Dey	Higher secondary and empanelled with DC (Handicraft), Govt. of West Bengal	20 years experience in apparel skill development
04	Mr. Hirubrata Chowdhary	Alumni of IIT Kharagpur	25 years experience on innovation and idea development towards skill enhancement across eastern India

5.1.4 Equipment and Machinery Procured:

Sl	Machine	Quantity
1	E- Rickshaw	1
2	Stitching Machines	1
3	Semi Automatic washing machines	1

5.1.5 Methodology of the Training:



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5.2 Paper Up-cycling:

5.2.1 Objective: Provide 3 months hands-on training recycling of waste paper. Also provide financial support for procuring Semi automatic paper creasing machine.

5.2.2 Major Content of the Training was as under:

- Semi automatic paper creasing machines for production of eco friendly and green garbage bags
- Packaging
- Product Marketing
- Basic accounting required for running shop

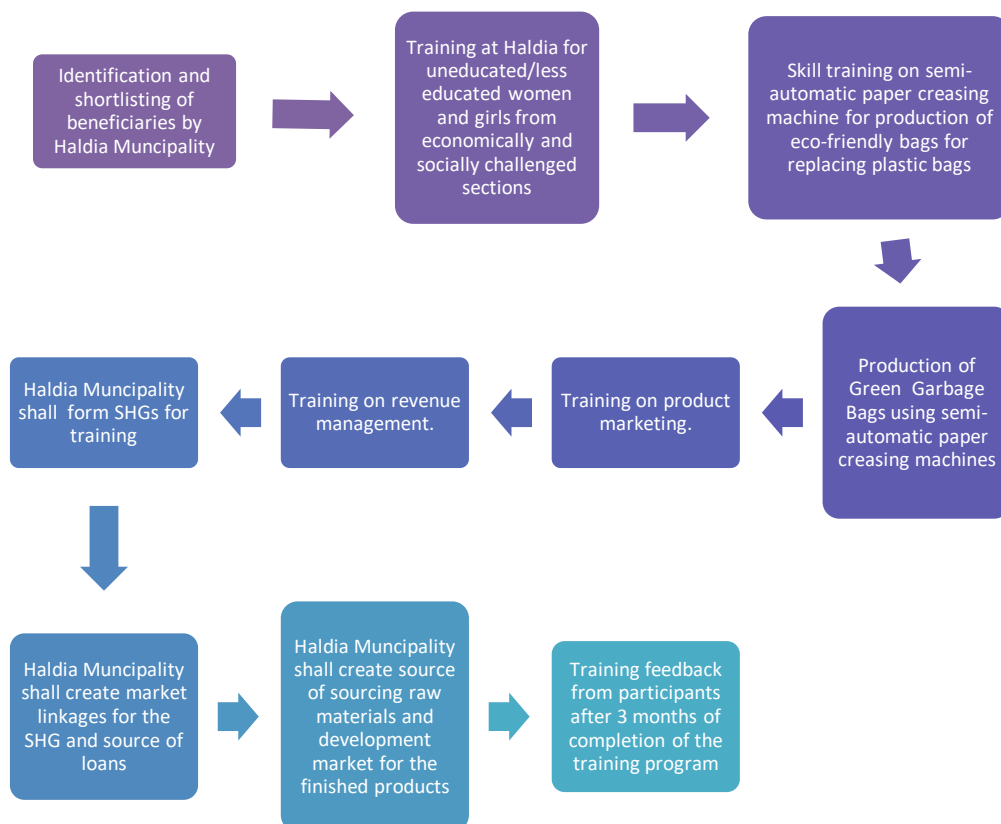
5.2.3 Faculty Support:

Sr.	Name of the Trainer	Qualification	Experience
	A. Name of the Training: Paper up-cycling		
01	Ms. Pritha Dhali	M.A in Sociology from Lady Shreeram college, M.A in Sociology from JNU, Delhi	Skills for providing the training on production of Green Garbage Bags.
02	Mr. Sushant Kumar Dhokey	B.A in Mass Communication & Video Production, Kolhan University, P.G in Rural Development from IGNOU	-do -
03	Dr. Mita Tarafder,	Senior Principal Scientist, CSIR – National Metallurgical Laboratory Jamshedpur, India	

5.2.4 Equipment and Machinery Procured:

Machine	Quantity
Paper Creasing Machines , Eyelet Machines	2
Misc Tools (staplers, scissors, knife, scale, betasil U etc) related to paper up cycling.	10

5.2.5 Methodology of the Training:



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5.3 Paper Cups and Plates

5.3.1 Objective: Provide 3 months hands-on training on paper cup and plate on latest machines. Also provide financial support for procuring machines required for paper cup and plate.

5.3.2. Major Content of the Training was as under:

- Paper cup making and paper plate making machine of different sizes.
- Publicity and Marketing
- Basic accounting required for a running shop.

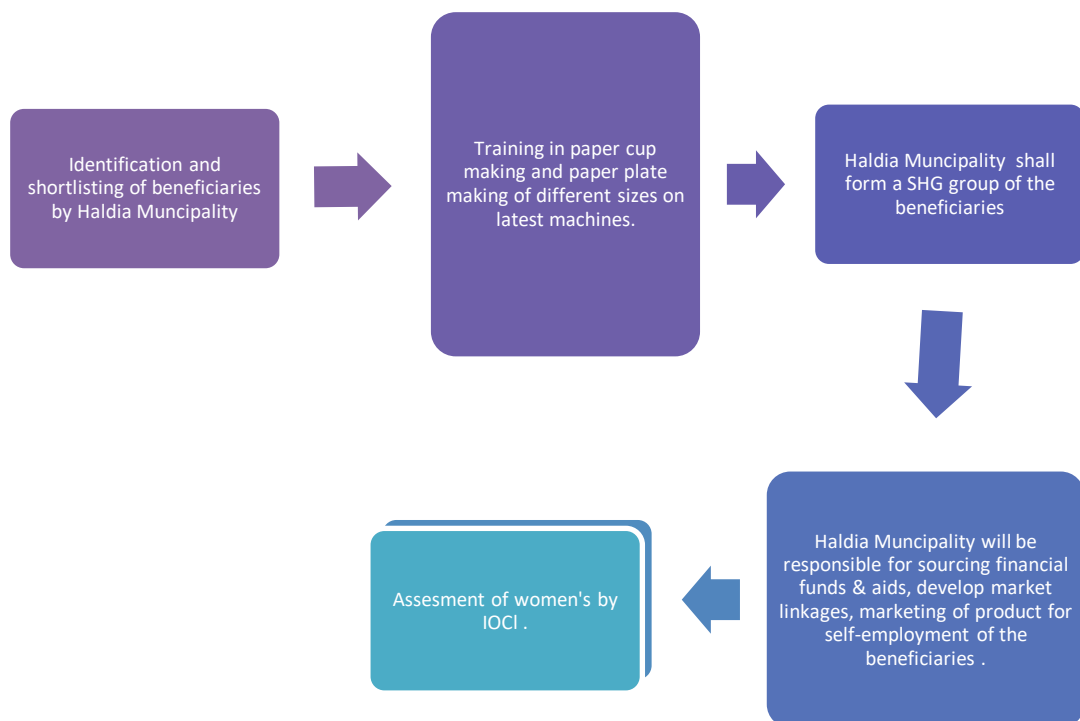
5.3.3 Faculty Support:

Sr.	Name of the Trainer	Qualification	Experience
	A. Name of the Training: Paper Recycling (Paper Cup and Plate Training)		
04	Ayan Ghosh	Higher Secondary	12 years experience in producing different handicraft items
05	Gobindya Boiddya	Higher Secondary	8 Years experience with on providing training on paper recycling items
06	Nirmalya Saha	Diploma in Paper & printing Technology	11 Years experience in producing products in recycle products

5.3.4 Equipment and Machinery Procured:

Sl	Machine	Quantity
1	Disposable paper cup making machines	1
2	Disposable paper plate making machines	1

5.3.5 Methodology of the Training:



5.4. Apparel Skill Development Training

5.4.1. Objective: Provide 3 months hands-on training to develop the capacity and capability of woman for employment at shop floor level in garment industry.

5.4.2. Major Content of the Training was as under:

- Practice of seams, samples and garment components.
- Practice of various exercises on Industrial sewing machine using different work aids and machine attachments.
- Construction of complete garment: men's shirt, dress, trouser and T-shirt .Identification of common fabrics and flagging.
- Soft & Entrepreneurship Skill

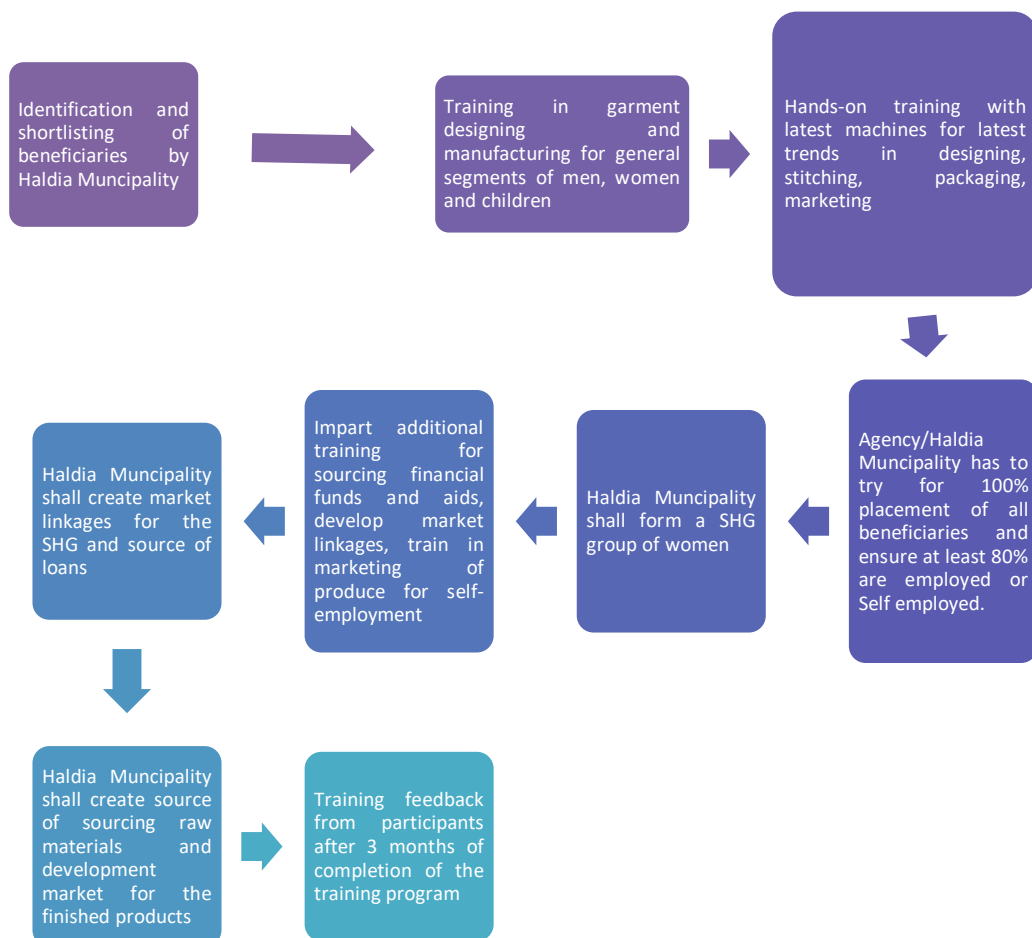
5.4.3. Faculty Support:

Sr.	Name of the Trainer	Qualification	Experience
Sr.	Mr. Swapan Das	Higher Secondary	30 years experience in providing tailoring and garments training
01	Debabrota Chakroborty	Higher Secondary	35 years experience in providing tailoring and garments training
02	Ms. Maumita Paramanik	Bachelor of Education	15 years
03	Somnath Dey	Higher secondary and empanelled with DC (Handicraft), Govt. of West Bengal	20 years experience in apparel skill development
04	Mr. Hirubrata Chowdhary	Alumni of IIT Kharagpur	25 years experience on innovation and idea development towards skill enhancement across eastern India

5.4.4 Equipment and Machinery Procured:

Sl	Machine	Quantity
1	Sewing Machines – Leg Operated	5
2	Embroidery Machine	2
3	Single Needle Lock Stitch Pico Machine	1
2	Electric steam Iron	2
3	Tools (Like Scissor , L-Square Scale, Hip Curve , Measuring Tape, Fabric Roll, Pattern Tables etc)	

5.4.5. Methodology of the Training:



5.5 Bakery and Confectionary Training

5.5.1. Objective: To Provide 3 months hands-on cooking training on Bakery and confectionary items and help them to open a shop in Haldia Township. Thereafter provide 3 months shop support training through business facilitator to ensure smooth operation of shop. Also provide financial support for procuring machines.

5.5.2. Major Content of the Training was as under:

- Provide hands-on cooking training
- Cake, Cookies ,Chocolate and Candy
- Juice , shakes and Mock tales
- Snacks like Bhujia Namkeen etc
- Basic accounting required for running shop.
- Publicity and Marketing
- Packaging of bakery items

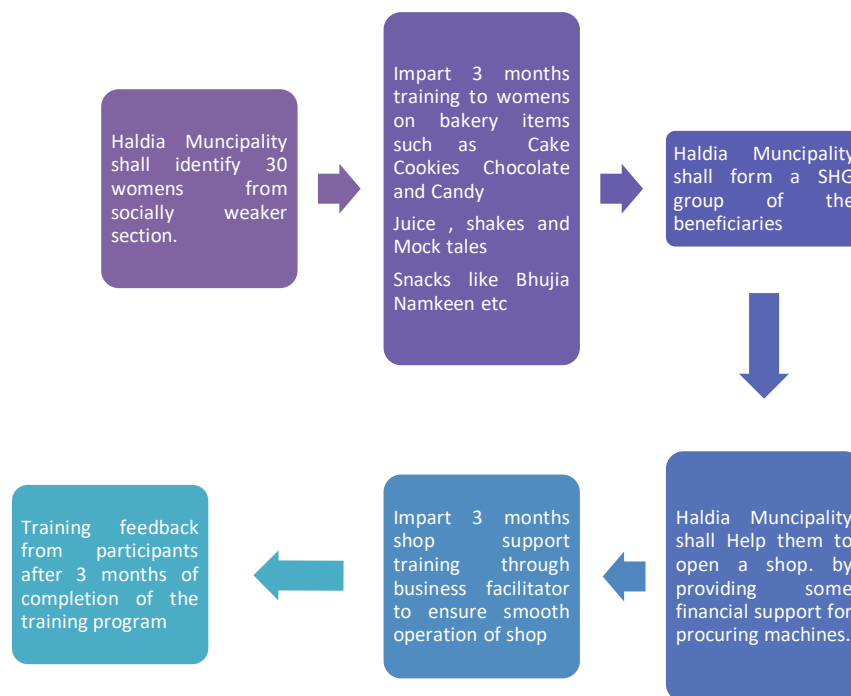
5.5.3. Faculty Support:

Sr.	Name of the Trainer	Qualification	Experience
01	Anjan Dey	Diploma in Hotel Management from Indian Institute of Hotel Management	25 years experience in preparing Bakery and Confectionery items
02	Mr. Animesh Ghatak	Bachelor of Education	8 years experience in preparing Bakery and Confectionery items

5.5.4. Equipment and Machinery Procured:

Sl	Machine	Quantity
1	A Two deck Oven (ls)	1
2	Flour Mixer for making dough- 25 kg dough maker	1
3	Refrigerator 300 l	1
4	Food processor or Chopper	1
5	Cake Moulds	
6	Grillers, Sandwich maker, Hot case	1

5.5.5. Methodology of the Training:



6. Post Training Engagement of the Trainees:

1. The skill training on five trades commenced on December 2018 and completed on April 2019 with 150 participants belonging to existing functional Self Help Groups in the Haldia Municipality.
2. After completion of the training programme, the municipality provided required infrastructure like equipments, land and building, furniture and fixtures etc. for paper cup plate making and Bakery and Confectionary Trainees. The trainees are now engaged in producing the items and selling their products in the Haldia Market. Depending upon the feedback of the markets they are also redesigning / introducing new products. For example the paper cup making unit have identified that cups of 100 ml has a greater demand in the market, so they are seeking support for procurement of new dies for producing.
3. On the other hand, trainees of cloth recycling, Apparel and paper up-cycling have submitted application for securing loans from the banks while some them have already initiated the project from their own and now earning to the tune of INR 700 per month from their respective trade.
4. We also organized a marketing event at Haldia municipality premises by displaying their products to have a practical marketing experience among the beneficiaries
5. Almost all the trainees participated in the exhibition cum sale their products under Haldia Utsav – 2018 organized by Haldia Municipality.
6. Authorities of Haldia Municipality declared that attempts shall be made to provide credit support for all the beneficiaries so that they can promote their livelihood.

Annexure

1. Photo Gallery:



Products of Cloth & Paper Recycling



Training in progress

