

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

**What are**

**Occupational**

**Standards(OS)?**

* OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
* OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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**Sector:** TEXTILE

**SUB-SECTOR: WEAVING**

**OCCUPATION: WEAVING**

**REFERENCE ID: TSC/Q 2205**

**ALIGNED TO: NCO-2004 /**

**Brief Job Description**: A Knotting Machine Operator is a job-role in a weaving preparatory department. The responsibility of a Knotting Machine Operator is to Knot the warp ends in the run out beams with that of the fresh beams. efficiently so as to get quality output with minimum defects giving due importance to safety and environment aspects

**Personal Attributes:** A Knotting Machine Operator should have good

eyesight, eye-hand coordination, motor skills and vision (including near vision,

distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

**Introduction**

**Qualifications Pack – Knotting Machine Operator**

**Sector: Information technology- INFORMATION TECHNOLOGY enabled SERVICES (IT-ITeS)ces Helpdesk Attendant**

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| --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q 2205** |
| **Job Role** | **Knotting Machine Operator** |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile**  | **Drafted on**  | **15/12/14** |
| **Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

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| --- | --- |
| **Job Role** | **Knotting Machine Operator** |
| **Role Description** | To knot warp ends from run out beams with that of fresh beams, efficiently so as to get quality output with minimum defects, giving due importance to safety & environmental aspects |
| **NSQF level****Minimum Educational Qualifications****Maximum Educational Qualifications** | 4 |
| Preferably Class 10th N/A |
| **Training**(Suggested but not mandatory) | Preferably training in weaving department |
| **Experience** | Not essential |
| **National Occupational Standards (NOS)**  | **Compulsory:**1. TSC/N2209 ( Taking charge of shift and handing over shift to operator)
2. TSC/N2210 (Operate knotting machine)
3. TSC/N9001 ([Maintain work area,tools and machines](#_This_unit_is_4))
4. TSC/N9002 ([Working in a team](#_This_unit_is_2))
5. TSC/N9003 (Maintain health, safety and security at work place)
6. TSC/N9004 ([Comply with industry & organizational requirements](#_This_unit_is_3))

**Optional:**Not Applicable |
| **Performance Criteria** | As described in the relevant OS units |

# Glossary of Key Terms

**Table 1: Glossary of Key Terms**

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| Definitions  | **Keywords /Terms** | **Description** |
| Sector | Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined asa distinct subset of the economy whose components share similar characteristics and interests. |
| Sub-sector | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| Vertical | Vertical may exist within a sub-sector representing different domain areas  or the client industries served by the industry. |
| Occupation | Occupation is a set of job roles, which perform similar/related set of functions in an industry. |
| Function | Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS. |
| Sub-functions | Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.  |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| Occupational Standards (OS) | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria | Performance Criteria are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (NOS) | NOS are Occupational Standards which apply uniquely in the Indian context. |
| Qualifications Pack Code | Qualifications Pack Code is a unique reference code that identifies a qualifications pack. |
| Qualifications Pack(QP) | Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.  |
| Unit Code | Unit Code is a unique identifier for an OS unit, which can be denoted with either an ‘**O**’ or an ‘**N**’. |
| Unit Title | Unit Title gives a clear overall statement about what the incumbent should be able to do. |
| Description | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| Scope | Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required. |
| Knowledge and Understanding | Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard. |
| Organizational Context | Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. |
| Technical Knowledge | Technical Knowledge is the specific knowledge  needed to accomplish specific designated responsibilities. |
| Core Skills/Generic Skills  | Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles. |
| Helpdesk | Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk. |
| **Acronyms** | **Keywords /Terms** | **Description** |
| SSC | Sector Skill Council |
| OS | Occupational Standard(s) |
| NOS | National Occupational Standard(s) |
| QP | Qualifications Pack |
| NSQF | National Skill Qualifications Framework |
| NCO | National Classifications of Occupation |
| TBD | To Be Determined |
| TSC | Tectile Sector Skill Council |
| NSDC | National Skill Development Corporation |

**National Occupational Standard**

**Overview**

**This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator**

|  |  |
| --- | --- |
| **Unit Code** | **TSC/N 2209** |
| **Unit Title**National Occupational Standard**(Task)** | Taking charge of shift and handing over shift to operator |
| **Description** | This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator |
| Scope | **This unit/task covers the following:*** To take charge of shift from previous shift operator
* To hand over the shift to next shift operator
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Take Charge of the Shift | To be competent, you must be able to:1. come atleast 10 - 15 minutes earlier to the work spot .
2. check for the necessary items like " gum tape", “ knotting comb”,“ knotting brush”, “ knife” etc.
3. meet the previous shift knotting machine operator, discuss with him/ her regarding the issues faced by them with respect to the quality or machine, knotting stand etc., or safety or any other specific instruction etc.
4. check the run outs for his/ her shift.
5. check whether any sort change program is there for the said run outs.
6. check the availability of the beams and accordingly to inform the same to the higher authority.
7. check the availability of the knotting needles required for the running counts of the running beams.
8. check the condition of the knotting stand, knotting machine, knotting

needles etc.  |
| Handing over the Shift | 1. make entries in the “ knotting entry note” for all the knotting carried out in his/ her shft.
2. hand over the shift to the incoming knotting machine operatos in a proper manner & get clearance from the incoming counterpart before leaving the work spot
3. report to his/ her shift superiors as well as that of the incoming shift, in case his/ her counterpart doesn't doesn’t come for work for the incoming shift. in that case, the shift has to be properly handed over to the incoming shift superior & get clearance from him/ her, before leaving the work spot
4. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes)
 | You need to know and understand:1. the organization's policies & procedures
2. awareness &knowledge of customers
3. potential hazards associated with the machines and the safety precautions must be taken
4. protocol to obtain more information on work related tasks
5. how to contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials &

equipments 1. details of the various job rolls & responsibilities
2. documentation and reporting formats
3. work targets & review machine with superiors
4. protocol and format for reporting work related risks/ problems
5. method of obtaining /giving feed back with respect to performance
6. importance of team work .harmonious working relationships
7. process for offering /obtaining work related assistance
8. responsibilities under health, safety and environmental legislation
9. guidelines for storage & disposal of waste materials
 |
| 1. **Technical Knowledge**
 | The user/individual on the job needs to know and understand: 1. minimum quality requirements of the product with respect to permissible/non-permissible defects
2. about the needles to be used for the different materials , different counts etc.
3. yarns from natural fibres - cotton, silk, wool
4. yarns from man made fibres - polyester, nylon, viscose
5. blended yarns - polyester cotton, polyester viscose
6. knottex warp tying machine
7. “ j” tex warp tying machine
8. “ hindte” warp tying machine
9. “ uster “ warp tying machine
10. shade variation
11. soft sized beams
12. size patches
13. sunken ends
14. sizing stain
15. beam centre oil
16. safety mechanisms of the machines & should ensure that the same are in order
17. how to stop motions & should ensure that the same are in order
18. about the functional operations of the machines, where he/ she is working
 |
| **Skills (S)** |
| 1. **Core/ Generic Skills**
 | **Participation** |
| You need to know and understand how to:1. plan and manage work routine based on instructions from supervisor
2. participate willingly in the various programs/ meetings that will be

conducted by the superiors & put forth the suggestions in the interest of the company 1. participate willingly in the " quality circles" that will be formed by the superiors
2. extend voluntary supports and adapt to the various procedures that

will be adopted by the company with respect to compliances for the different certifications like " iso 9001", " iso 14001", sa 8001" gots certification " fair trade " etc. |
| **Writing Skills** |
| You need to know and understand how to:1. write in basic language
 |
| **Reading Skills** |
| You need to know and understand how to:1. read and comprehend written instructions
2. read any application sent by other colleagues
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. communicate with supervisor appropriately
2. talk to others to convey information effectively
 |
| 1. **Professional Skills**
 | **Problem Solving** |
| You need to know and understand how to:1. identify the real reason of problem faced
2. apply problem-solving approaches in different situations
3. refer anomalies to the supervisor
4. seek clarification on problems from others
 |
|  **Attention to Detail** |
| You need to know and understand how to:1. apply good attention to detail
2. check your work is complete and free from errors
3. make sure every kind of communication is error free
 |
| 1. **Technical Skills**
 | You need to know and understand :1. how to see the knotting & running of machine by a maximum of 4 hrs, from time of run out. ( for total ends of around 20,000)
2. how to see that not more than 10 ends ( for 20,000 ends) are left ou in the beams due to double end or any other problem
3. how to see that there is no cross ends in the knotted beams.
 |

**NOS Version Control**

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| **NOS Code** | **TSC/N 2209** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**National Occupational Standard**

**Overview**

**This unit provides performance criteria ,knowledge & understanding and skills & abilities required to operate knotting machine.**

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| **Unit Code** | **TSC/N 2210** |
| **Unit Title**National Occupational Standard**(Task)** | Operate the Knotting Machine |
| **Description** | This unit provides performance criteria ,knowledge & understanding and skills & abilities required to operate a knotting machine , so as to get quality output & minimum defects, without entertaining any damage to the people , the machine etc., & without spoiling the environmental aspects. |
| Scope | **This unit/task covers the following:*** To operate a knotting machine efficiently so as to get quality output with minimum defects, giving due importance to safety & environmental aspects
 |
| **Performance Criteria (PC) w.r.t. the Scope** | so as to get quality output & minimum defects, without  |
| **Elements** | **Performance Criteria** |
| Mounting Of Beams on the Looms | To be competent, you must be able to:1. check whether the loom is stopped with warp, just required for ( around 2-3 mtrs) knotting. if not, it has to be ensured
2. report to the higher authority, if the loom is stopped with excess warp, doe to beam complaint,
3. report to the higher authority when the knotting has to be carried out in the looms with twin beams( in most of the cases), to see whether there is difference in the left our warp mtrs.
4. correct the dropper crossing ( if any)
5. check whether any ends are left out in the run out beams ,particularly near the selvedges. to bring the same to the knowledge of the higher authority and act as per his/ her instructions.
6. check the condition of the reed on the loom in the selvedge sides. for any deviation, the same has to be brought to the knowledgeof the higher authority and act as per his/ her advise.
7. check whether any bead formation is there in the droppers. if so ,the same has to be removed
8. check the condition of the run out beams for the beam fault ike“ soft size”, “ size patches” , “ shade variation” etc. to check the suitability of the said beams for knotting. the same has to be brought to the knowledge of the higher authority and act as per his/ her advise.
9. cut the old warp as to be cut in the run out looms , leaving 2-3 mtrs of

warp length required for knotting. 1. cover the left warp with card board or polythene sheet or with hdpe sack if the qty left out due to beam complaint is more as per the advise of the higher authority, in the run out beams. the following details have to be written in a “ beam ticket “ and the same has to be pasted in the said beams,peel out the earlier beam tickets pasted in the said beams:-
2. remove the cut empty beams from the loom shed and have to be brought to the place, where they have to be stored.
3. clean thoroughly the loom, an all the places, as advised by the higher authority.
4. ensure proper lubrication as per the advise of the higher authority.
5. check whether the fresh beams are properly covered for any variation,

the same has to be brought to the notice of the higher authority.1. check the loom card to ascertain the fresh beams to be loaded, by checking the following.:-

warp counttotal endsset no.beam nos ( for the opposite sides) beam mtrs ( there should not be any difference in mtrs) 1. bring the fresh beams from the place they are stored to the loom,where knotting has to be carried out.
2. check the condition of the fresh beams after removing the beam wrappers ., for transit damages and accordingly the same has to be brought to thenotice of the higher authority. lie that, the fresh beam has to be checked for beam complaint like “ sunken ends” “ soft size” , “ size patches “ etc., further action can be carried out as per the advise of the higher authority only.
3. mount the fresh beams have on the loom carefully without imparting damage to the raw material, beams, machine , or for any person including himself or herself.
4. ennsure beam alignment , in case of “ twin beams”
 |
| Dressing Of Beams  | 1. ensure “ no cross “ in the old warp . a group of not more than 100 ends can be taken & brushed properly.
2. check for the sizing tapes in the fresh beams
3. cut the fresh warp in the second tape
4. bring the fresh warp to the knotting stand without any cross using knotting comb.
5. correct the cross in the old warp also using knotting comb, before bringing the same to the knotting stand.
6. dress the warp sheet carefully without giving room for “ cross “ or“ ends cit” etc.
7. weigh the knotting waste & the same has to be recorded in the knotting entry note”
8. tie the “ thrums “ ( sufficient enough till the run out ) on the loom, neatly .
9. collect the knotting waste & store in the place earmarked.
 |
| Knotting | 1. use the needle that is earmarked for the beams mounted.
2. check the machine & the needle by doing few knots . for any deviation to bring the same to the notice of the higher authority to do the knotting of the beams in the speed as advised by the higher authority.
3. check for “ double end”, “ knot slippage” etc. through closmonitoring of the performance of the knotting.
 |
| Running Of Knotted Looms | 1. remove the knotting machine from the stand
2. remove the knotting stand from the knotted loomcollect the waste and to get the same stored in the place,earmarked.
3. apply the beam locks ( if any) & to see that the knotted beams are in tight condition so as to run the machine without any problem, till the knots reach the “ droppers zone”
4. bring the knots out of the “ droppers” “ heald wires” “ reed “ etc., without entertaining breakage of much warp ends
5. draw the broken warp ends
6. ensure proper functioning of the warp stop motin
7. apply “ colour cone” & to ensure no “ double end” is left out on the fabric
8. see that the extra ends are routed through “ extra ends clips” & wound properly in the “ extra ends bobbin”
9. see that the roll is doffed properly.
10. see that the doffed roll is removed from the loom and brought to the place, earmarked.
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| 1. **Core / Generic Skills**
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4. participate willingly in the " quality circles" that will be formed by the superiors
5. extend voluntary supports and adapt to the various procedures that
6. will be adopted by the company with respect to compliances for the
7. different certifications like " iso 9001", " iso 14001", sa 8001" gots certification " fair trade " etc.
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| **Writing Skills** |
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| You need to know and understand how to:1. read and comprehend written instructions
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| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. communicate with supervisor appropriately
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| 1. **Professional Skills**
 | **Problem Solving** |
| You need to know and understand how to:1. identify the real reason of problem faced
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**NOS Version Control**

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| **NOS Code** | **TSC/N 2210** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**National Occupational Standard**

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**Overview**

**This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.**

|  |  |
| --- | --- |
| **Unit Code**National Occupational Standard | **TSC/ N9001** |
| **Unit Title****(Task)** | Maintaining work area, tools and machines |
| **Description** | This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms |
| Scope | **Proper maintaining of work area and activities** |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Maintain the work area, tools and machines | To be competent, you must be able to:1. handle materials, machinery, equipment and tools with care and use them in the correct way
2. use correct lifting and handling procedures
3. use materials to minimize waste
4. maintain a clean and hazard free working area
5. maintain tools and equipment
6. carry out running maintenance within agreed schedules
7. carry out maintenance and/or cleaning within one’s responsibility
8. report unsafe equipment and other dangerous occurrences
9. ensure that the correct machine guards are in place
10. work in a comfortable position with the correct posture
11. use cleaning equipment and methods appropriate for the work to be carried out
12. dispose of waste safely in the designated location
13. store cleaning equipment safely after use
14. carry out cleaning according to schedules and limits of responsibility
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context**
 | You need to know and understand:1. personal hygiene and duty of care
2. safe working practices and organisational procedures
3. limits of your own responsibility
4. ways of resolving with problems within the work area
5. the production process and the specific work activities that relate to the whole process
6. the importance of effective communication with supervisors
7. the lines of communication, authority and reporting procedures
8. the organisation’s rules, codes and guidelines (including timekeeping)
9. the company’s quality standards
10. the importance of complying with written instructions
11. equipment operating procedures / supervisor’s instructions
 |
| 1. **Technical Knowledge**
 | You need to know and understand:1. work instructions and specifications and interpret them accurately
2. relation between work role and the overall manufacturing process
3. hazards likely to be encountered when conducting routine maintenance
4. the importance of taking action when problems are identified
5. different ways of minimising waste
6. the importance of running maintenance and regular cleaning
7. effects of contamination on products i.e. machine oil, dirt, foreign materials
8. common faults with equipment and the method to rectify
9. maintenance procedures
10. different types of cleaning equipment and substances and their use
11. safe working practices for cleaning and the method of carrying them out
 |

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| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
 |
| **Reading Skills** |
| You need to know and understand how to:1. comprehend written instructions
2. read any application sent by other colleagues
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. Communicate effectively in local language
2. communicate with supervisor appropriately
3. talk to others to convey information effectively
 |
| 1. **Professional Skills**
 | **Problem Solving** |
| You need to know and understand how to:1. identify the real reason of problem faced
2. apply problem-solving approaches in different situations
3. refer anomalies to the supervisor
4. seek clarification on problems from others
 |
| **Attention to Detail** |
| You need to know and understand how to:1. apply good attention to detail
2. check your work is complete and free from errors
3. make sure every kind of communication is error free
 |
| 1. **Technical Skills**
 | You need to know and understand :1. communicate effectively
2. apply leadership skills wherever required
3. take initiative at the right place
4. understand the requirement to be creative
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N9001** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**National Occupational Standard**

**Overview**

# This unit is about working as part of a team in the textile industry.

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| --- | --- |
| **Unit Code** | **TSC/ N9002** |
| **Unit Title**National Occupational Standard**(Task)** | Working in a team |
| **Description** | This unit is about working as a team member in the textile industry |
| Scope | This unit/task covers the following:* commitment and trust
* communication
* adaptability
* creative freedom
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Commitment and trust | To be competent, you must be able to:1. be accountable to the own role in whole process
2. perform all roles with full responsibility
3. be effective and efficient at workplace
 |
| Communication | 1. properly communicate about company policies
2. report all problems faced during the process
3. talk politely with other team members and colleagues
4. submit daily report of own performance
 |
| Adaptability | 1. adjust in different work situations
2. give due importance to others’ point of view
3. avoid conflicting situations
 |
| Creative freedom | 1. develop new ideas for work procedures
2. improve upon the existing techniques to increase process efficiency
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context**
 | You need to know and understand:1. general rules and regulations in a textile mill
2. procedure followed to get the final output in the mill
3. safe working practices to be adopted in textile mill
4. reporting to the supervisor or higher authority about any grievances faced
 |
| 1. **Technical Knowledge**
 | 1. the importance of the previous and next step of the process
2. process flow in a textile mill and the concerned workers
3. material flow in a textile mill and the required person
4. functions of different parts of the machine
5. tools and equipments used
6. guidelines for operating the machine
7. safety procedures to be followed in the machine
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
2. write daily work report
3. write grievance complaint application
 |
| **Reading Skills** |
| 1. comprehend written instructions
2. read any application sent by other colleagues
 |
| **Oral Communication (Listening and Speaking skills)** |
| 1. communicate with supervisor appropriately
2. talk to co-workers to convey information effectively
 |
| 1. **Professional Skills**
 | **Problem Solving** |
| You need to know and understand how to:1. identify the real reason of problem faced
2. be able to find the most effective solution to the problems faced
 |
| **Attention to Detail** |
| 1. apply good attention to detail
2. ensure every kind of communication is error free
 |
| 1. **Technical Skills**
 | You need to know and understand how to:1. communicate effectively
2. apply leadership skills wherever required
3. take initiative at the right place
4. understand the requirement to be creative
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N9002** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**National Occupational Standard**

**Overview**

# This unit is about maintaining health, safety, and security standards at workplace.

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| --- | --- |
| **Unit Code**National Occupational Standard | **TSC/ N9003** |
| **Unit Title****(Task)** | Maintain health, safety and security at work place |
| **Description** | This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others. |
| Scope | This unit/task covers the following:* to recognize hazards
* to plan safety techniques
* to implement programs
* to audit workplace
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Comply with health, Safety and security requirements at work | To be competent, operator must be able to:1. comply with health and safety related instructions applicable to the workplace
2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol
3. carry out own activities in line with approved guidelines and procedures
4. maintain a healthy lifestyle and guard against dependency on intoxicants
5. follow environment management system related procedures
6. identify and correct (if possible) malfunctions in machinery and equipment
7. report any service malfunctions that cannot be rectified
8. store materials and equipment in line with organisational requirements
9. safely handle and remove waste
10. minimize health and safety risks to self and others due to own actions
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks
12. monitor the workplace and work processes for potential risks and threat
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
14. report hazards and potential risks/ threats to supervisors or other authorized personnel
15. participate in mock drills/ evacuation procedures organized at the workplace
16. undertake first aid, fire-fighting and emergency response training, if asked to do so
17. take action based on instructions in the event of fire, emergencies or accidents
18. follow organisation procedures for shutdown and evacuation when required
 |
| Recognizing the hazards | To be competent, you must be able to:1. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry
2. recognise other possible security issues existing in the workplace
 |
| Planning the safety techniques | 1. recognise different measures to curb the hazards
 |
| Implementing the programs | 1. communicate the safety plan to everyone
2. attach disciplinary rules with the implementation
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context**
 | You need to know and understand:1. general rules and regulations in a textile mill
2. safe working practices to be adopted in textile mill
3. quality systems and other processes practiced in the textile mill
4. health and safety related practices applicable at the workplace
5. potential hazards, risks and threats based on nature of operations
6. organizational procedures for safe handling of equipment and machine operations
7. potential risks due to own actions and methods to minimize these
8. environmental management system related procedures at the workplace
9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
10. potential accidents and emergencies and response to these scenarios
11. reporting protocol and documentation required
12. details of personnel trained in first aid, fire-fighting and emergency response
13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
 |
| 1. **Technical Knowledge**
 | You need to know and understand:1. occupational health and safety risks and methods
2. personal protective equipment and method of use
3. identification, handling and storage of hazardous substances
4. proper disposal system for waste and by-products
5. signage related to health and safety and their meaning
6. importance of sound health, hygiene and good habits
7. ill-effects of alcohol, tobacco and drugs
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
 |
| **Reading Skills** |
| 1. read and understand the company instructions
2. read and understand work instructions
3. read and understand the safety guidelines
 |
| **Oral Communication (Listening and Speaking skills)** |
| 1. listen to others attentively
2. respond to emergencies, accidents or fire at the workplace
3. evacuate the premises and help others in need while doing so
4. the value of physical fitness, personal hygiene and good habits
5. talk with others politely
 |
| 1. **Professional Skills**
 | **Decision Making**  |
| 1. identify correct safety measure for particular hazard
2. make required safety plans as and when required
3. raise alarm in case of emergency
 |
| **Analytical Thinking** |
| 1. know the use of correct safety measure whenever required
 |
| **Attention to Detail** |
| 1. be attentive to details
2. be careful to avoid occurrence of hazards
 |
| 1. **Technical Skills**
 | You need to know and understand :1. maintainance of neatness at work
2. procedure for reporting unwanted behavior
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| **NOS Code** | **TSC/ N9003** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

 **NOS Version Control**

**National Occupational Standard**

**Overview**

# This unit is about knowing, understanding, and complying with the requirements of the organization and the textle industry.

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| **Unit Code**National Occupational Standard | **TSC/ N9004** |
| **Unit Title****(Task)** | Comply with industry and organizational requirements |
| **Description** | This unit is about knowing, understanding, and complying with the requirements of the organization and the textle industry |
| Scope | **This unit/task covers the following:*** focus on self development
* focus on team work
* know and understand organizational standards
* know and understand industry standards
 |
| **Performance Criteria (PC) w.r.t. the Scope**  |
| **Elements** | **PerformanceCriteria** |
| Self- development | To be competent, you must be able to:1. perform own duties effectively
2. take responsibility for own actions
3. be accountable towards the job role and assigned duties
4. take initiative and innovate the existing methods
5. focus on self-learning and improvement
 |
| Team work | 1. co-ordinate with all the team members and colleagues
2. communicate politely
3. avoid conflicts and miscommunication
 |
| Organisational standards | 1. know the organisational standards
2. implement them in your performance
3. motivate others to follow them
 |
| Industry standards | 1. know the industry standards
2. align them with organisation standards
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes)
 | You need to know and understand:1. general rules and regulations in a textile mill
2. reporting to the supervisor or higher authority
3. knowledge of organisationl standards
4. knowledge of industry standards
 |
| 1. **Technical Knowledge**
 | You need to know and understand:1. process and material flow in a textile mill
2. importance of complying with the standards
3. guidelines for cleaning the various parts of machine
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
 |
| **Reading Skills** |
| You need to know and understand how to:1. read the given instructions
2. comprehend written instructions
 |
| **Oral Communication (Listening and Speaking skills)** |
| 1. talk effectively with others
2. put forward your point
3. listen to others
 |
| 1. **Technical skills**
 | you need to know and understand :1. Organizational requirements
2. your responsibilities at the workplace
3. procedure to comply with the industry standards
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N9004** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

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| --- |
| **Job Role: Knotting Machine Operator Qualification Pack: TSC/Q 2205 Sector Skill Council:Textile Sector Skill Council**  |
|
| **Guidelines for assessment :- 1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC.2. The assessment for the theory part will be based on knowledge bank of question created by the SSC.3. Individual assessment agencies will create unique evaluations for skill practical for every student each examination/training centre (as per assessment criteria below).4. To pass the qualification pack, every trainee should achieve minimum grade 'C' (More Than 90% - "A+", 80%-89%-"A", 70%-79%-"B+", 60%-69%-"B", 50%-59%-"C", 49% or less is "F")** |
|  |
| **National Occupational Standards (NOS)** | **Performance Criteria (PC)** | **Total Marks** | **Out Of** | **Marks Allocation** |
| **Skills Practical** | **Theory** | **Viva** |
|  |
| **1.TSC/N2209 (Taking charge of shift and handing over shift to operator)**  | **PC1.     come atleast 10 - 15 minutes earlier to the work spot .** | **160** | **13** | **11** | **0** | **2** |
| **PC2.     check for the necessary items like " gum tape", “ knotting comb”,“ knotting brush”, “ knife” etc.** | **12** | **8** | **2** | **2** |
| **PC3.     meet the previous shift knotting machine operator, discuss with him/ her regarding the issues faced by them with respect to the quality or machine, knotting stand etc., or safety or any other specific instruction etc.**  | **12** | **8** | **2** | **2** |
| **PC4.     check the run outs for his/ her shift.** | **12** | **6** | **3** | **3** |
| **PC5.     check whether any sort change program is there for the said run outs.** | **12** | **7** | **3** | **2** |
| **PC6.     check the availability of the beams and accordingly to inform the same to the higher authority.** | **15** | **7** | **5** | **3** |
| **PC7.     check the availability of the knotting needles required for the running counts of the running beams.** | **15** | **7** | **5** | **3** |
| **PC8.     check the condition of the knotting stand, knotting machine, knotting needles etc** | **12** | **6** | **3** | **3** |
|  **PC9.     make entries in the “ knotting entry note” for all the knotting carried out in his/ her shft.** | **12** | **10** | **2** | **0** |
| **PC10.     hand over the shift to the incoming knotting machine operatos in a proper manner & get clearance from the incoming counterpart before leaving the work spot**  | **15** | **10** | **5** | **0** |
| **PC11.     report to his/ her shift superiors as well as that of the incoming shift, in case his/ her counterpart doesn't doesn’t come for work for the incoming shift. in that case, the shift has to be properly handed over to the incoming shift superior & get clearance from him/ her, before leaving the work spot**  | **15** | **10** | **5** | **0** |
| **PC12. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors** | **15** | **10** | **5** | **0** |
|  | **160** | **100** | **40** | **20** |
| **Total** | **Weightage %** |  | **63%** | **25%** | **12%** |
|  |
| **2. TSC/N2210 (Operate the Knotting Machine)** | **PC1.     check whether the loom is stopped with warp, just required for ( around 2-3 mtrs) knotting. if not, it has to be ensured** |  | **10** | **6** | **2** | **2** |
| **PC2.     report to the higher authority, if the loom is stopped with excess warp, doe to beam complaint,** | **10** | **8** | **0** | **2** |
| **PC3.     report to the higher authority when the knotting has to be carried out in the looms with twin beams( in most of the cases), to see whether there is difference in the left our warp mtrs.**  | **8** | **6** | **0** | **2** |
| **PC4.     correct the dropper crossing ( if any)**  | **8** | **4** | **4** | **0** |
| **PC5.     check whether any ends are left out in the run out beams ,particularly near the selvedges. to bring the same to the knowledge of the higher authority and act as per his/ her instructions.** | **10** | **5** | **5** | **0** |
| **PC6.     check the condition of the reed on the loom in the selvedge sides. for any deviation, the same has to be brought to the knowledgeof the higher authority and act as per his/ her advise.** | **10** | **4** | **3** | **3** |
| **PC7.     check whether any bead formation is there in the droppers. if so ,the same has to be removed** | **10** | **5** | **5** | **0** |
| **PC8.     check the condition of the run out beams for the beam fault ike“ soft size”, “ size patches” , “ shade variation” etc. to check the suitability of the said beams for knotting. the same has to be brought to the knowledge of the higher authority and act as per his/ her advise.** | **8** | **3** | **3** | **2** |
| **PC9.     cut the old warp as to be cut in the run out looms , leaving 2-3 mtrs of warp length required for knotting.**  | **10** | **4** | **3** | **3** |
| **PC10.    cover the left warp with card board or polythene sheet or with hdpe sack if the qty left out due to beam complaint is more as per the advise of the higher authority, in the run out beams. the following details have to be written in a “ beam ticket “ and the same has to be pasted in the said beams,peel out the earlier beam tickets pasted in the said beams:-** | **8** | **6** | **0** | **2** |
| **PC11.    remove the cut empty beams from the loom shed and have to be brought to the place, where they have to be stored.**  | **8** | **3** | **3** | **2** |
| **PC12.    clean thoroughly the loom, an all the places, as advised by the higher authority.**  | **10** | **8** | **0** | **2** |
| **PC13.    ensure proper lubrication as per the advise of the higher authority.** | **8** | **6** | **2** | **0** |
| **PC14.    check whether the fresh beams are properly covered for any variation, the same has to be brought to the notice of the higher authority.** | **8** | **6** | **2** | **0** |
| **PC15. check the loom card to ascertain the fresh beams to be loaded, by checking the following.:-warp counttotal endsset no.beam nos ( for the opposite sides) beam mtrs ( there should not be any difference in mtrs)**  | **8** | **6** | **2** | **0** |
| **PC16.    bring the fresh beams from the place they are stored to the loom,where knotting has to be carried out.** | **8** | **6** | **2** | **0** |
| **PC17.    check the condition of the fresh beams after removing the beam wrappers ., for transit damages and accordingly the same has to be brought to thenotice of the higher authority. lie that, the fresh beam has to be checked for beam complaint like “ sunken ends” “ soft size” , “ size patches “ etc., further action can be carried out as per the advise of the higher authority only.** | **8** | **5** | **3** | **0** |
| **PC18.    mount the fresh beams have on the loom carefully without imparting damage to the raw material, beams, machine , or for any person including himself or herself.** | **8** | **5** | **3** | **0** |
| **PC19. ensure beam alignment , in case of “ twin beams” ensure “ no cross “ in the old warp . a group of not more than 100 ends can be taken & brushed properly.** | **8** | **4** | **2** | **2** |
| **PC20.    check for the sizing tapes in the fresh beams**  | **8** | **4** | **2** | **2** |
| **PC21.    cut the fresh warp in the second tape**  | **8** | **4** | **2** | **2** |
| **PC22.    bring the fresh warp to the knotting stand without any cross using knotting comb.** | **8** | **4** | **2** | **2** |
| **PC23.    correct the cross in the old warp also using knotting comb, before bringing the same to the knotting stand.** | **8** | **4** | **2** | **2** |
| **PC24.    dress the warp sheet carefully without giving room for “ cross “ or“ ends cit” etc.**  | **8** | **4** | **2** | **2** |
| **PC25.    weigh the knotting waste & the same has to be recorded in the knotting entry note”**  | **8** | **4** | **2** | **2** |
| **PC26.    tie the “ thrums “ ( sufficient enough till the run out ) on the loom, neatly .**  | **10** | **6** | **2** | **2** |
| **PC27. collect the knotting waste & store in the place earmarked.** | **10** | **6** | **2** | **2** |
|  **PC28.    use the needle that is earmarked for the beams mounted.** | **8** | **4** | **4** | **0** |
| **PC29.    check the machine & the needle by doing few knots . for any deviation to bring the same to the notice of the higher authority to do the knotting of the beams in the speed as advised by the higher authority.** | **8** | **3** | **5** | **0** |
| **PC30. check for “ double end”, “ knot slippage” etc. through closmonitoring of the performance of the knotting.** | **8** | **3** | **5** | **0** |
| **PC31.    remove the knotting machine from the stand** | **8** | **2** | **6** | **0** |
| **PC32.    remove the knotting stand from the knotted loomcollect the waste and to get the same stored in the place,earmarked.** | **8** | **4** | **4** | **0** |
| **PC33.    apply the beam locks ( if any) & to see that the knotted beams are in tight condition so as to run the machine without any problem, till the knots reach the “ droppers zone”** | **10** | **3** | **7** | **0** |
|  **PC34.    bring the knots out of the “ droppers” “ heald wires” “ reed “ etc., without entertaining breakage of much warp ends**  | **8** | **3** | **5** | **0** |
| **PC35.    draw the broken warp ends**  | **8** | **1** | **6** | **1** |
| **PC36.    ensure proper functioning of the warp stop motin** | **8** | **1** | **6** | **1** |
| **PC37.    apply “ colour cone” & to ensure no “ double end” is left out on the fabric**  | **8** | **4** | **4** | **0** |
| **PC38.    see that the extra ends are routed through “ extra ends clips” & wound properly in the “ extra ends bobbin”**  | **8** | **5** | **2** | **1** |
| **PC39.    see that the roll is doffed properly.** | **8** | **7** | **1** | **0** |
| **PC40. see that the doffed roll is removed from the loom and brought to the place, earmarked.** | **8** | **6** | **2** | **0** |
|  | **340** | **182** | **117** | **41** |
| **Total** | **Weightage %** |  | **54%** | **34%** | **12%** |
|  |
| **3. TSC/N 9001 (Maintaining work area, tools and machines)** | **PC1.     handle materials, machinery, equipment and tools with care and use them in the correct way**  | **50** | **4** | **1** | **2** | **1** |
| **PC2.     use correct lifting and handling procedures**  | **4** | **1** | **2** | **1** |
| **PC3.     use materials to minimize waste**  | **3** | **1** | **1** | **1** |
| **PC4.     maintain a clean and hazard free working area**  | **3** | **1** | **1** | **1** |
| **PC5.     maintain tools and equipment**  | **4** | **2** | **1** | **1** |
| **PC6.     carry out running maintenance within agreed schedules**  | **4** | **1** | **2** | **1** |
| **PC7.     carry out maintenance and/or cleaning within one’s responsibility**  | **4** | **1** | **2** | **1** |
| **PC8.     report unsafe equipment and other dangerous occurrences**  | **4** | **1** | **2** | **1** |
| **PC9.     ensure that the correct machine guards are in place**  | **3** | **1** | **1** | **1** |
| **PC10. work in a comfortable position with the correct posture**  | **3** | **1** | **1** | **1** |
| **PC11. use cleaning equipment and methods appropriate for the work to be carried out**  | **3** | **1** | **1** | **1** |
| **PC12. dispose of waste safely in the designated location**  | **4** | **1** | **2** | **1** |
| **PC13. store cleaning equipment safely after use**  | **3** | **1** | **1** | **1** |
| **PC14. carry out cleaning according to schedules and limits of responsibility** | **4** | **1** | **2** | **1** |
|  | **50** | **15** | **21** | **14** |
| **Total** | **Weightage %** |  | **30%** | **42%** | **28%** |
|  |
| **4. TSC/N 9002 (Working in a team)** | PC1. be accountable to the own role in whole process | **50** | **5** | **3** | **1** | **1** |
| PC2. perform all roles with full responsibility | **4** | **2** | **1** | **1** |
| PC3. be effective and efficient at workplace | **4** | **1** | **2** | **1** |
| PC4. properly communicate about company policies | **4** | **1** | **1** | **2** |
| PC5. report all problems faced during the process | **4** | **1** | **1** | **2** |
| PC6. talk politely with other team members and colleagues | **4** | **1** | **1** | **2** |
| PC7. submit daily report of own performance | **5** | **2** | **2** | **1** |
| PC8. adjust in different work situations | **4** | **2** | **1** | **1** |
| PC9. give due importance to others’ point of view | **4** | **1** | **1** | **2** |
| PC10. avoid conflicting situations | **4** | **1** | **2** | **1** |
| PC11. develop new ideas for work procedures  | **4** | **1** | **2** | **1** |
| PC12. improve upon the existing techniques to increase process efficiency  | **4** | **1** | **2** | **1** |
|  | **50** | **17** | **17** | **16** |
| **Total** | **Weightage %** |  | **34%** | **34%** | **32%** |
|  |
| **5. TSC/N 9003 (Maintain health, safety and security at work place)** | **PC1. Comply with health and safety related instructions applicable to the workplace** | **100** | **5** | **2** | **2** | **1** |
| **PC2. Use and maintain personal protective equipment as per protocol** | **5** | **2** | **2** | **1** |
| **PC3. Carry out own activities in line with approved guidelines and procedures** | **4** | **2** | **1** | **1** |
| **PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants** | **4** | **2** | **1** | **1** |
| **PC5. Follow environment management system related procedures** | **4** | **2** | **1** | **1** |
| **PC6. Identify and correct (if possible) malfunctions in machinery and equipment** | **5** | **2** | **2** | **1** |
| **PC7. Report any service malfunctions that cannot be rectified** | **4** | **2** | **1** | **1** |
| **PC8. Store materials and equipment in line with manufacturer’s and organisational requirements** | **4** | **1** | **2** | **1** |
| **PC9. Safely handle and move waste and debris** | **4** | **1** | **2** | **1** |
| **PC10. Minimize health and safety risks to self and others due to own actions** | **5** | **2** | **2** | **1** |
| **PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks** | **4** | **2** | **0** | **2** |
| **PC12. Monitor the workplace and work processes for potential risks and threats** | **5** | **2** | **2** | **1** |
| **PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned** | **5** | **2** | **2** | **1** |
| **PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel** | **4** | **1** | **2** | **1** |
| **PC15. Participate in mock drills/ evacuation procedures organized at the workplace** | **4** | **2** | **2** | **0** |
| **PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so** | **5** | **2** | **2** | **1** |
| **PC17. Take action based on instructions in the event of fire, emergencies or accidents** | **5** | **2** | **2** | **1** |
| **PC18. Follow organisation procedures for shutdown and evacuation when required** | **4** | **2** | **1** | **1** |
| **PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry** | **4** | **2** | **1** | **1** |
| **PC20. recognise other possible security issues existing in the workplace** | **4** | **2** | **1** | **1** |
| **PC21. recognise different measures to curb the hazards** | **4** | **2** | **1** | **1** |
| **PC22. communicate the safety plan to everyone** | **4** | **2** | **1** | **1** |
| **PC23. attach disciplinary rules with the implementation** | **4** | **2** | **1** | **1** |
|  | **100** | **43** | **34** | **23** |
| **Total** | **Weightage %** |  | **43%** | **34%** | **23%** |
|  |
| **6. TSC/N 9004 (Comply with industry and organizational requirements)** | **PC1. perform own duties effectively** | **50** | **4** | **1** | **2** | **1** |
| **PC2. take responsibility for own actions** | **4** | **1** | **2** | **1** |
| **PC3. be accountable towards the job role and assigned duties** | **4** | **2** | **1** | **1** |
| **PC4. take initiative and innovate the existing methods** | **3** | **1** | **1** | **1** |
| **PC5. focus on self-learning and improvement** | **4** | **1** | **2** | **1** |
| **PC6. co-ordinate with all the team members and colleagues** | **4** | **1** | **2** | **1** |
| **PC7. communicate politely** | **4** | **1** | **1** | **2** |
| **PC8. avoid conflicts and miscommunication** | **4** | **1** | **2** | **1** |
| **PC9. know the organisational standards** | **4** | **2** | **1** | **1** |
| **PC10. implement them in your performance** | **4** | **1** | **2** | **1** |
| **PC11. motivate others to follow them** | **3** | **1** | **1** | **1** |
| **PC12. know the industry standards** | **4** | **3** | **1** | **0** |
| **PC13. align them with organisation standards** | **4** | **2** | **1** | **1** |
|  | **50** | **18** | **19** | **13** |
| **Total** | **Weightage %** |  | **36%** | **38%** | **26%** |
|  | **Total** |  | **750** | **373** | **247** | **130** |
| **Grand Total-1 (Subject Domain)** | **750** |