

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE INDUSTRY

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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Introduction

Qualifications Pack-Assistant Ginning Fitter

SECTOR: TEXTILE

SUB-SECTOR: Spinning

OCCUPATION: Fibre Preparing

REFERENCE ID: TSC/Q0903

ALIGNED TO: NCO-2015/8151.9900

Brief Job Description: The assistant ginning fitter is responsible for carrying out cotton ginning process under supervision by maintaining machineries, health, safety and security in the ginning sector. The person can seek employment in a ginning factory.

Personal Attributes: Needs to have basic knowledge of cotton, feeding machineries and their function, an eye for detail, and an alert mind.

Job Details	Qualifications Pack Code		TSC/Q0903	
	Job Role		Assistant Ginning Fitter [Applicable to National Scenarios]	
	Credits	TBD	Version number	1.0
	Sector	Textile	Drafted on	03/05/17
	Sub-sector	Spinning	Last reviewed on	03/05/17
	Occupation	Fibre Preparing	Next review date	03/05/19

Job Role	Assistant Ginning Fitter
Role Description	The job holder is responsible for carrying out cotton ginning under supervision
NSQF level	3
Minimum Educational Qualifications	10 th Standardpass, preferably
Maximum Educational Qualifications	NA
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	NA
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. TSC/N0905 Carry out cotton ginning process 2. TSC/N9001 Maintain work area, tools and machines 3. TSC/N9002 Working in a team 4. TSC/N9003 Maintain health, safety and security at work place 5. TSC/N9004 Comply with industry and organizational requirements
Performance Criteria	As described in the relevant OS units

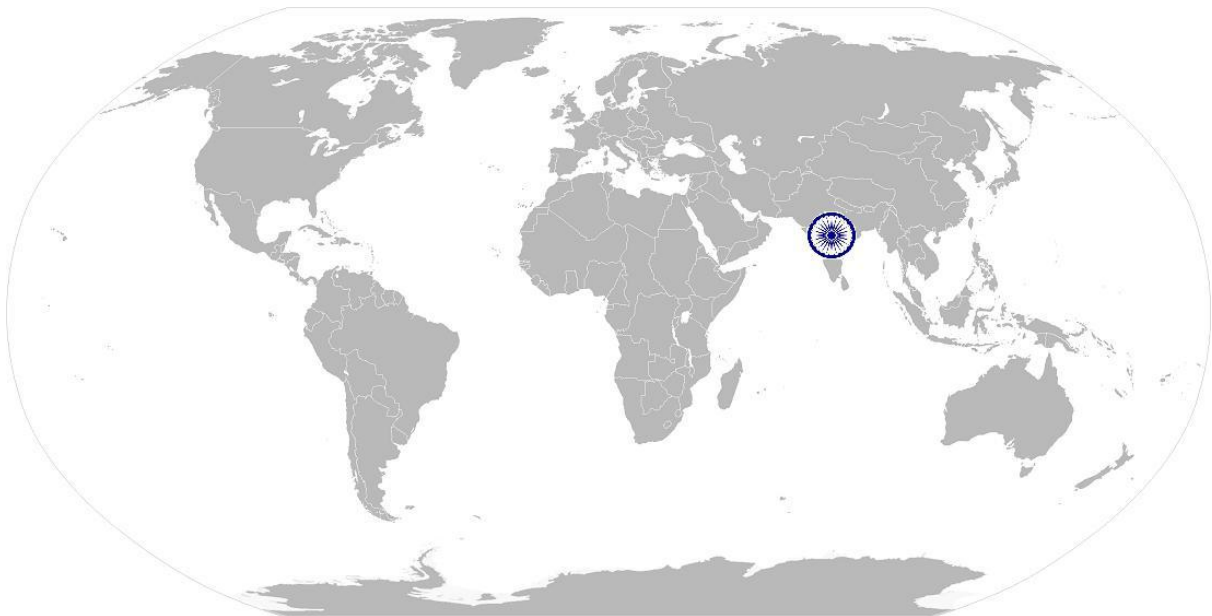
Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a 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.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 any one 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.
Organisational Context	Organisational 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 the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.
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 NOS.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms	Keywords/Terms	Description
	NOS	National Occupational Standard(s)
	NSQF	National Skills Qualifications Framework
	QP	Qualifications Pack
	OS	Occupational Standards
	TSC	Textile Sector Skill Council
	TBD	To be decided

National Occupational Standard



Overview

This unit refers to the necessary skills, knowledge and attributes required by an assistant cotton fitter to carry out cotton feeding operations for ginning process under supervision.

TSC/N0905

Carry out cotton ginning process

Unit Code	TSC/N0905
Unit Title (Task)	Carry out cotton ginning process
Description	The unit deals with necessary skills, knowledge and attributes required by an assistant cotton fitter to carry out cotton feeding operations for ginning process under supervision
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Undertake cotton ginning process
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Undertake cotton ginning process	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify different types of cotton ginning machines Types: Kapas Screw Conveyer, Trolley Feeder, Electronic Trolley Conveyer, etc.</p> <p>PC2. carry out different processes for ginning cotton under supervision Processes: Air separation, horizontal pre-cleaning, step cleaning/inclined cleaning, auto-feeding, lint cleaning, humidification, etc.</p> <p>PC3. ensure proper maintenance of moisture content to attain ginnability of the cotton</p> <p>PC4. operate ginning machines efficiently as per instructions</p> <p>PC5. assess ginned cotton with specifications and workplace's standard procedures</p> <p>PC6. ensure proper working of the machines by repairing/troubleshooting the machine when required</p> <p>PC7. maintain the machines throughout and after the ginning process</p> <p>PC8. stop or shut down ginning machines in accordance with workplace standard operating procedure</p> <p>PC9. ensure proper removal of cotton fibres from the seeds</p> <p>PC10. dispose of waste materials through correct application of workplace run out procedures</p> <p>PC11. collect cotton seeds and send for oil and cake production</p> <p>PC12. identify and monitor product quality of cotton ginning for all stages of the process continuously to ensure standard is maintained</p> <p>PC13. collect lint from the ginning machine and send for cleaning</p> <p>PC14. monitor cotton flow to meet enterprise standard operating procedures</p> <p>PC15. recognize any deviations from normal and report to senior officials</p> <p>PC16. carry out work in a hygienic method— use grease instead of oil in gearboxes to prevent contamination with oil</p> <p>PC17. ensure proper transportation of the materials through the ginning machine</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. policies and procedures followed in the ginning sector relevant to own employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p>

TSC/N0905

Carry out cotton ginning process

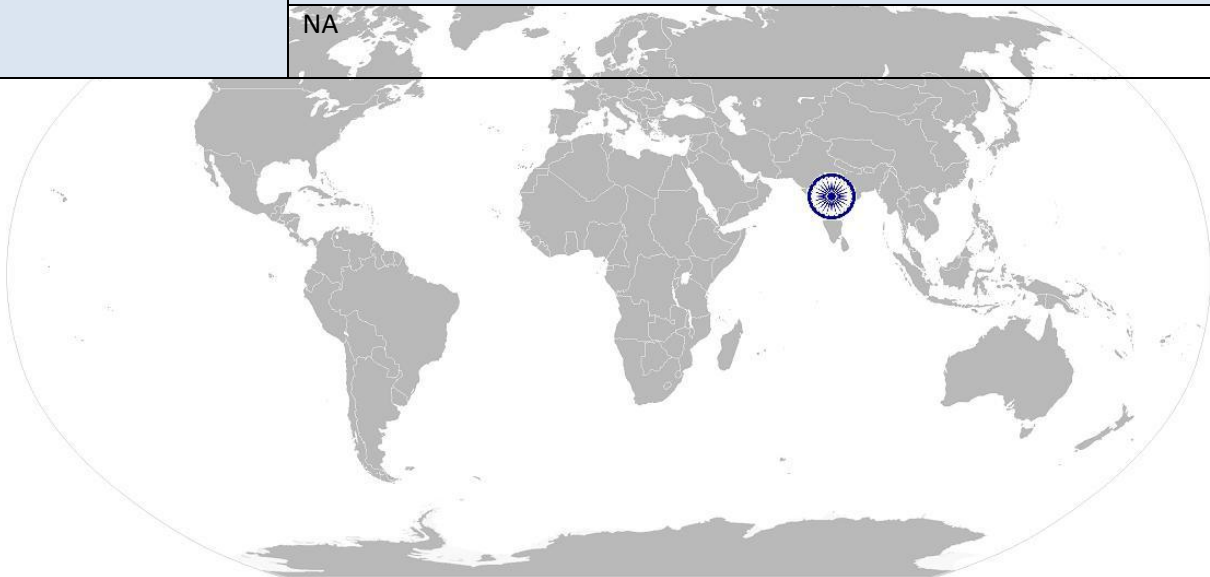
<p>company / organization and its processes)</p>	<p>KA3. importance of following health, hygiene, safety and quality standards and the impact of non-compliance of the standards on consumers and the business KA4. own job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities KA5. relevant people and their responsibilities within the work area KA6. various categories of people that one is required to communicate and co-ordinate within the organization</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand: KB1. various types of ginning machines KB2. different operations of ginning machines KB3. various tools required for ginning process Tools: Gauges, measuring tapes, rollers, wrenches or spanners, screw drivers, etc, KB4. cotton ginning quality parameters KB5. troubleshooting methods for ginning machines KB6. different maintenance procedures for ginning machines KB7. waste disposal methods KB8. lint cleaning procedures KB9. quality parameters of lints KB10. different types of roller—leather/rubber KB11. various methods of utilizing cotton seeds Methods: Extraction of oil, cake for cattle fodder, etc.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to: SA1. write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to: SA2. read to differentiate the various materials used in the process SA3. read and correctly interpret own notes written in local or English language</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to: SA4. communicate with co-workers appropriately SA5. listen carefully SA6. talk effectively to convey information succinctly and unequivocally</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>NA</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to: SB1. plan and organize own work in a way that all activities are completed in time</p>

TSC/N0905

Carry out cotton ginning process

and as per specifications

	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB2. interpret work requirements correctly SB3. deliver quality output and maintain long term business relationship with customers
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. determine timely correction of errors to prevent redoing of work
	Analytical Thinking
	NA
	Critical Thinking
	NA

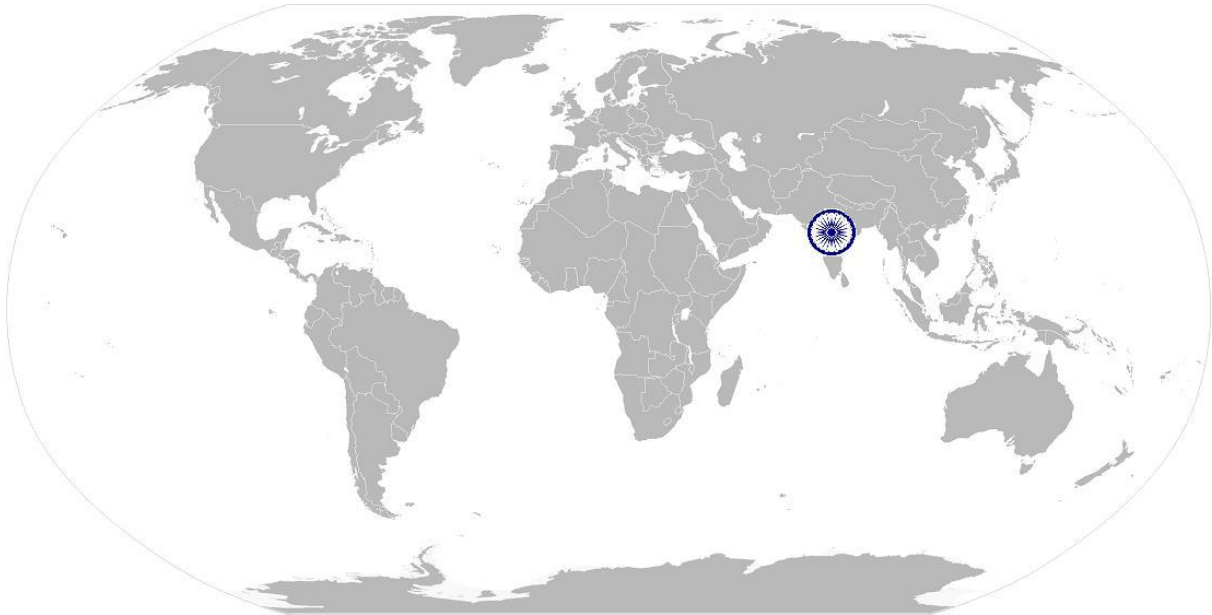


TSC/N0905

Carry out cotton ginning process

NOS Version Control

NOS Code	TSC/0905		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



TSC/N9001

Maintain work area, tools and machine

National Occupational Standard

Overview

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

TSC/N9001

Maintain work area, tools and machine

Unit Code	TSC/N9001
Unit Title (Task)	Maintain work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintain the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p>

TSC/N9001

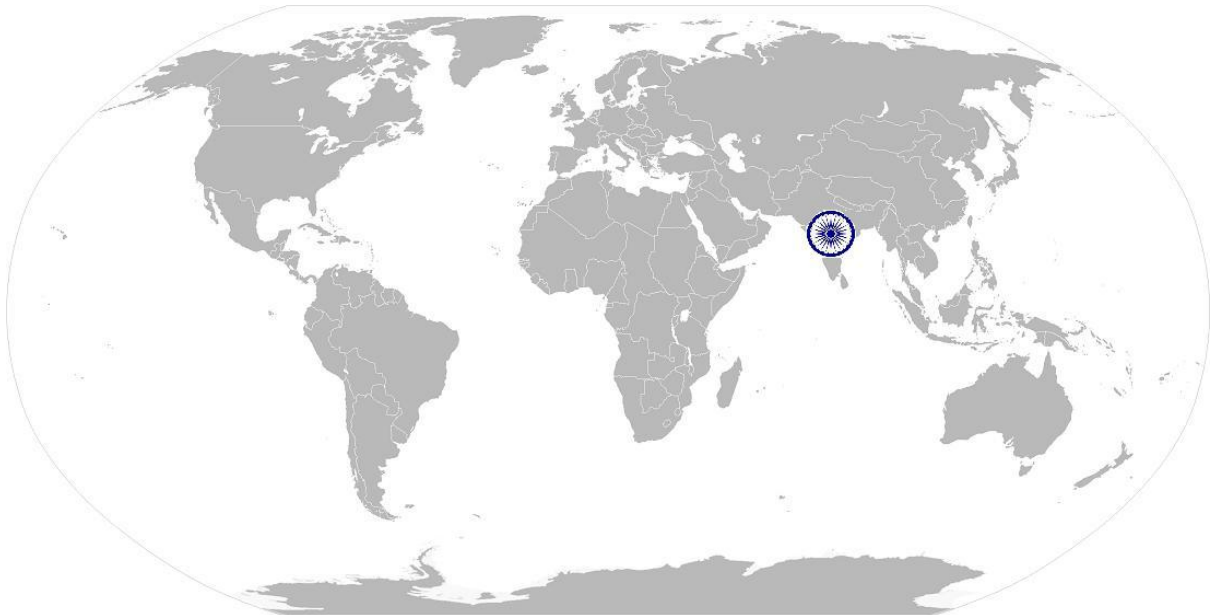
Maintain work area, tools and machine

	KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method to rectify KB9. maintenance procedures KB10. different types of cleaning equipment and substances and their use KB11. safe working practices for cleaning and the method of carrying them out
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. Write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions SA3. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. Communicate effectively in simple language SA5. communicate with supervisor appropriately SA6. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. make sure every kind of communication is error free
	SB8. communicate effectively SB9. apply leadership skills wherever required SB10. take initiative at the right place SB11. understand the requirement to be creative
	Decision Making
	NA
	Customer Centricity
	NA
	Plan & Organize
	NA
	Analytical Thinking
	NA
	Critical Thinking

TSC/N9001

Maintain work area, tools and machine

	NA
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TSC/N9001

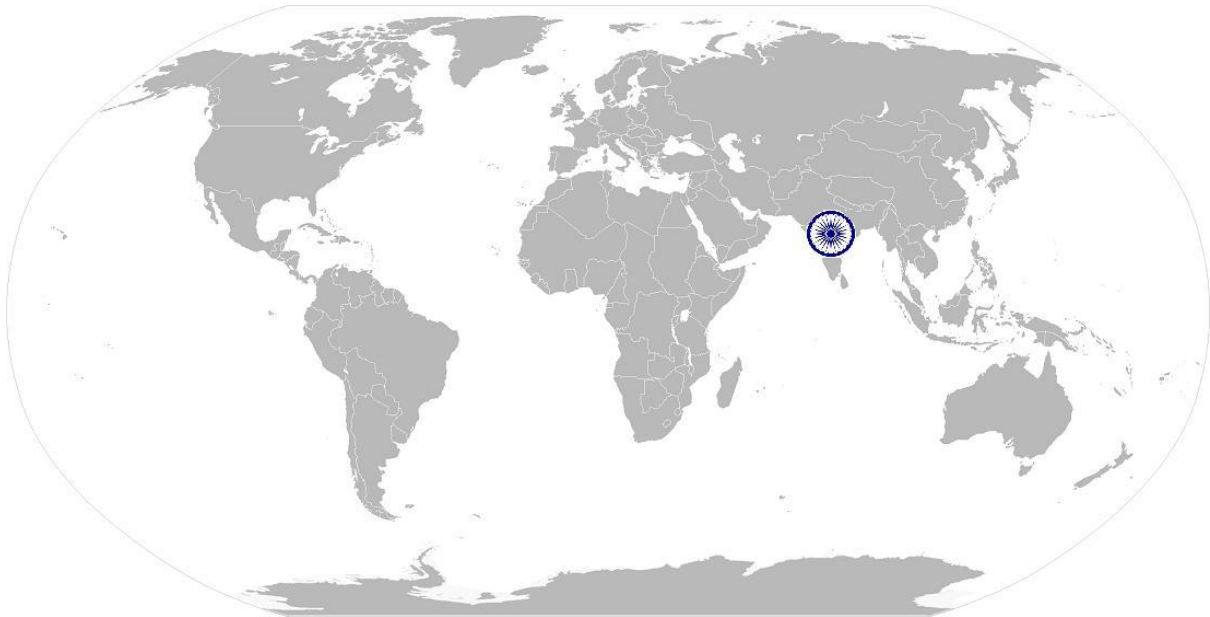
Maintain work area, tools and machine

NOS Version Control

NOS Code	TSC/N9001		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



National Occupational Standard



Overview

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

TSC/N9002

Working in a team

Unit Code	TSC/N9002
Unit Title (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: <ul style="list-style-type: none"> • 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: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
Adaptability	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
Creative freedom	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. the importance of the previous and next step of the process KB2. process flow in a textile mill and the concerned workers KB3. material flow in a textile mill and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills

TSC/ N9002

Working in a team

	SA4. comprehend written instructions
	SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	SA6. communicate with supervisor appropriately
	SA7. talk to co-workers to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
	SB2. be able to find the most effective solution to the problems faced
	SB3. apply good attention to detail
	SB4. ensure every kind of communication is error free
	SB5. communicate effectively
	SB6. apply leadership skills wherever required
	SB7. take initiative at the right place
	SB8. understand the requirement to be creative
	Decision Making
	NA
	Customer Centricity
NA	
Plan & Organize	
NA	
Analytical Thinking	
NA	
Critical Thinking	
NA	

TSC/N9002

Working in a team

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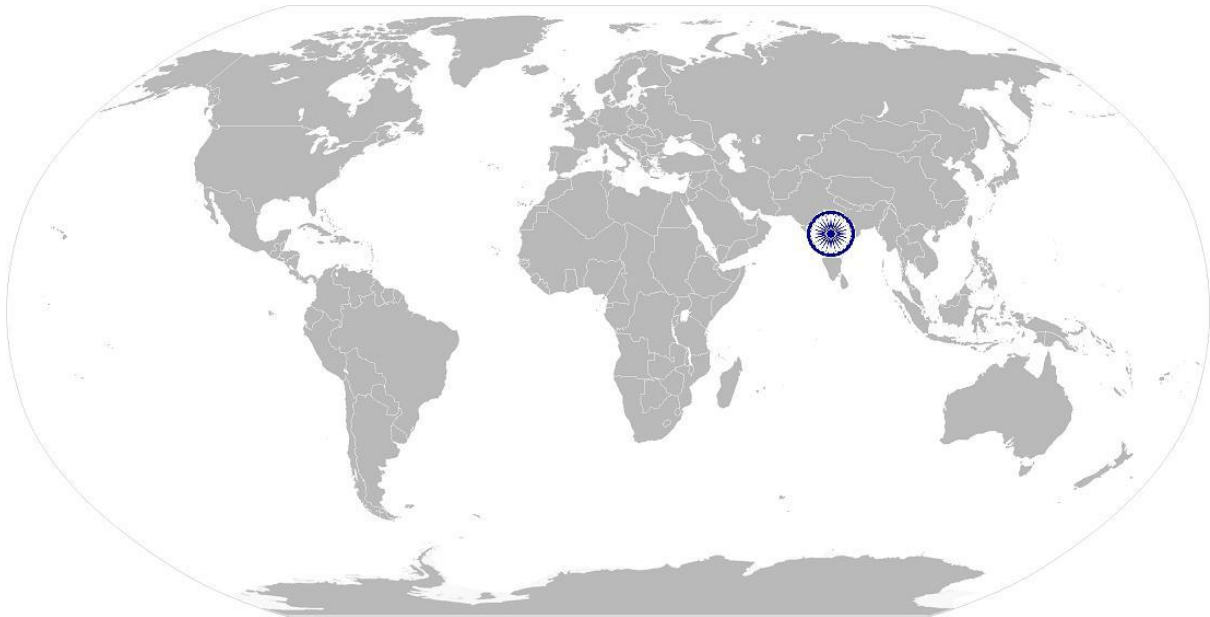
NOS Code	TSC/N9002		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



TSC/N9003

Maintain health, safety and security at work place

National Occupational Standard



Overview

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

TSC/N9003

Maintain health, safety and security at work place

Unit Code	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: <ul style="list-style-type: none"> • comply with health, safety and security requirements at work • recognizing the hazards • planning the safety techniques • implementing the programs
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, Safety and security requirements at work	<p>To be competent, operator must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. report any service malfunctions that cannot be rectified</p> <p>PC8. store materials and equipment in line with organisational requirements</p> <p>PC9. safely handle and remove waste</p> <p>PC10. minimize health and safety risks to self and others due to own actions</p> <p>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. monitor the workplace and work processes for potential risks and threat</p> <p>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. follow organisation procedures for shutdown and evacuation when required</p>
Recognizing the hazards	<p>To be competent, you must be able to:</p> <p>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC20. recognise other possible security issues existing in the workplace</p>
Planning the safety	PC21. recognise different measures to curb the hazards

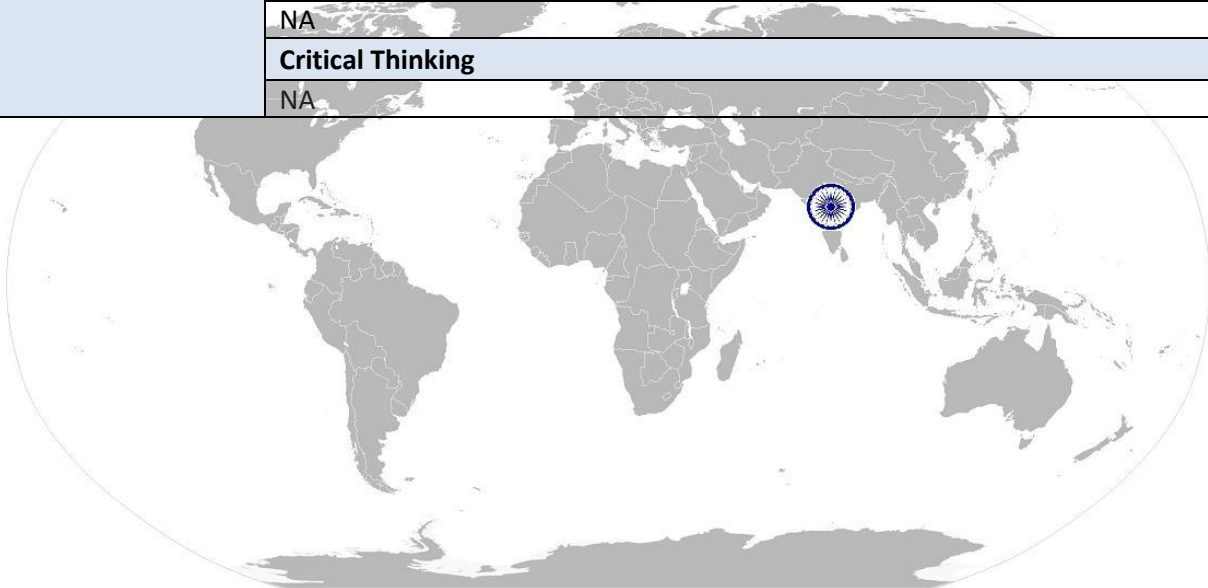
TSC/N9003 Maintain health, safety and security at work place

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. safe working practices to be adopted in textile mill KA3. quality systems and other processes practiced in the textile mill KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical Knowledge	You need to know and understand: KB1. occupational health and safety risks and methods KB2. personal protective equipment and method of use KB3. identification, handling and storage of hazardous substances KB4. proper disposal system for waste and by-products KB5. signage related to health and safety and their meaning KB6. importance of sound health, hygiene and good habits KB7. ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	SA2. read and understand the company instructions SA3. read and understand work instructions SA4. read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	SA1. listen to others attentively SA2. respond to emergencies, accidents or fire at the workplace SA3. evacuate the premises and help others in need while doing so SA4. the value of physical fitness, personal hygiene and good habits SA5. talk with others politely
B. Professional Skills	Decision Making

TSC/N9003

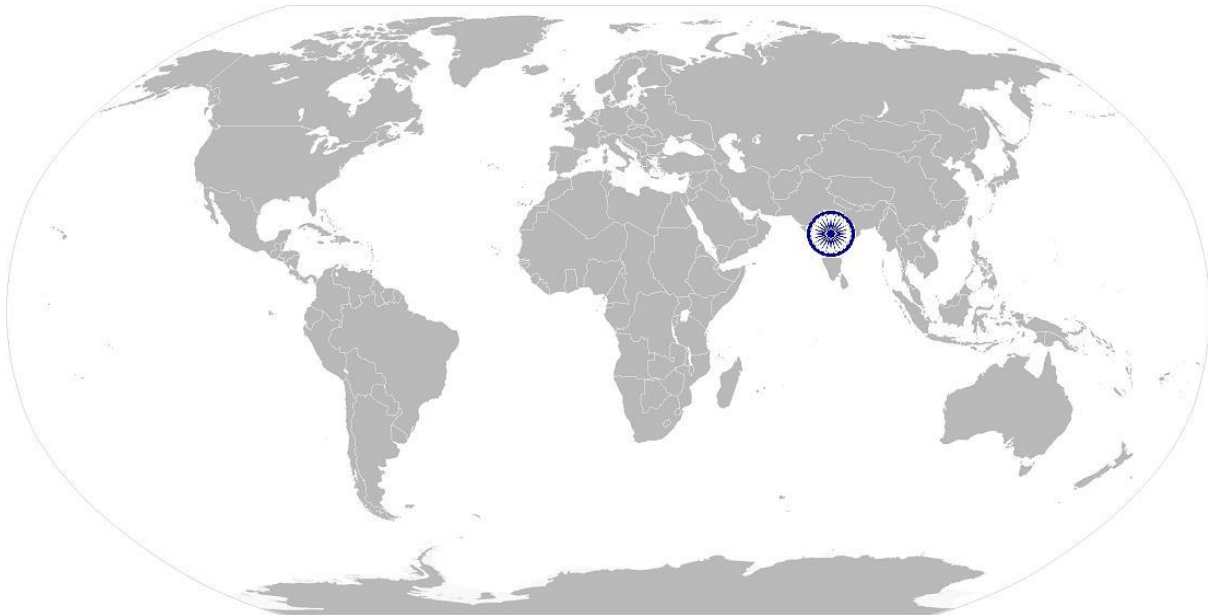
Maintain health, safety and security at work place

	SB1. identify correct safety measure for particular hazard
	SB2. make required safety plans as and when required
	SB3. raise alarm in case of emergency
	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
	SB7. maintenance of neatness at work
	SB8. procedure for reporting unwanted behavior
	Plan & Organize
	NA
	Customer Centricity
NA	
Problem Solving	
NA	
Critical Thinking	
NA	



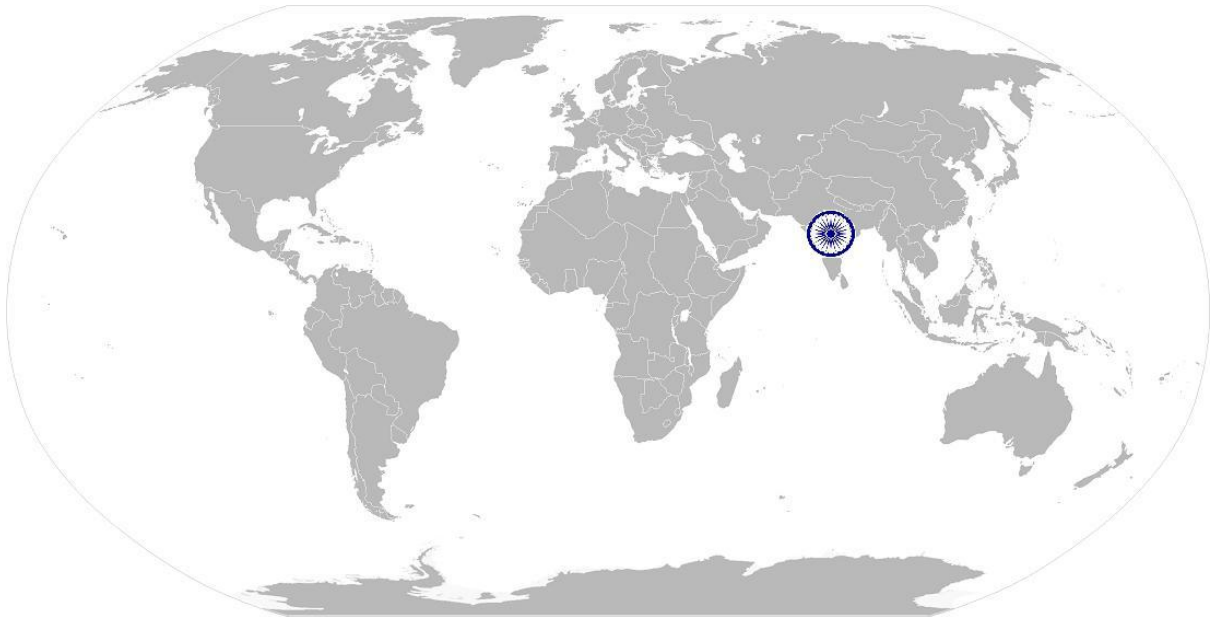
TSC/N9003 Maintain health, safety and security at work place
NOS Version Control

NOS Code	TSC/N9003		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



TSC/N9004 Comply with industry and organizational requirements

National Occupational Standard



Overview

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

TSC/N9004 Comply with industry and organizational requirements

National Occupational Standard	Unit Code	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 textile industry
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • self development • team work • organizational standards • industry standards
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Self- development	To be competent, you must be able to: PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement
	Team work	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
	Organizational standards	PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
	Industry standards	PC12. know the industry standards PC13. align them with organisation standards
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organizational standards KA4. knowledge of industry standards	
B. Technical Knowledge	You need to know and understand: KB1. process and material flow in a textile mill KB2. importance of complying with the standards KB3. guidelines for cleaning the various parts of machine	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	You need to know and understand how to: SA1. write clear and short sentences	
	Reading Skills	

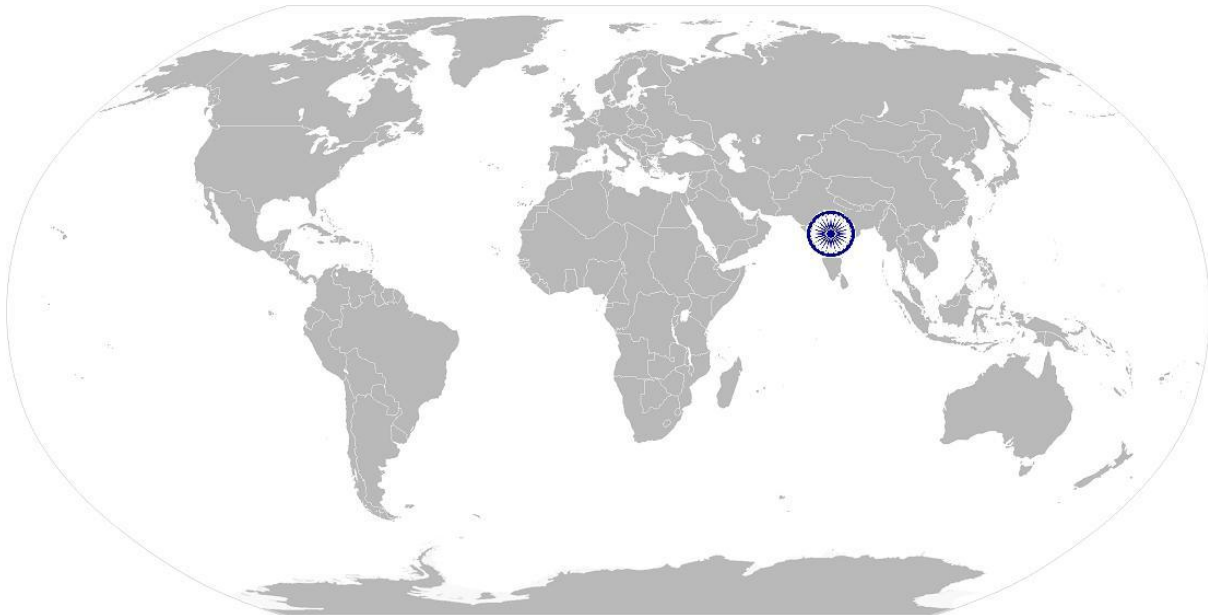
TSC/N9004 Comply with industry and organizational requirements

	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. talk effectively with others SA5. put forward your point SA6. listen to others
B. Professional Skills	Analytical Thinking
	SB1. Organizational requirements SB2. your responsibilities at the workplace SB3. procedure to comply with the industry standards
	Plan & Organize
	NA
	Decision Making
	NA
	Customer Centricity
	NA
	Problem Solving
	NA
Critical Thinking	
NA	

TSC/N9004 **Comply with industry and organizational requirements**

NOS Version Control

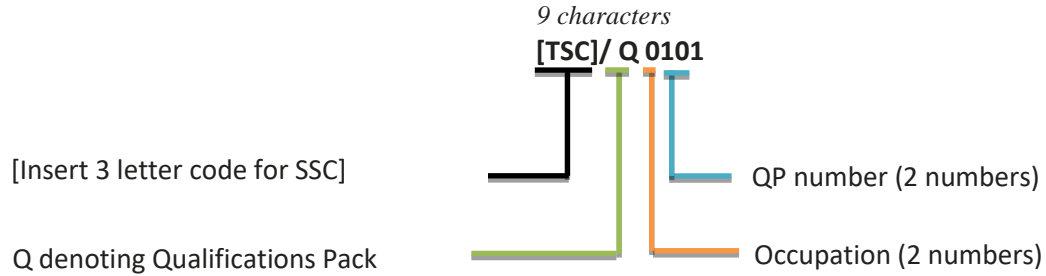
NOS Code	TSC/N9004		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



Annexure

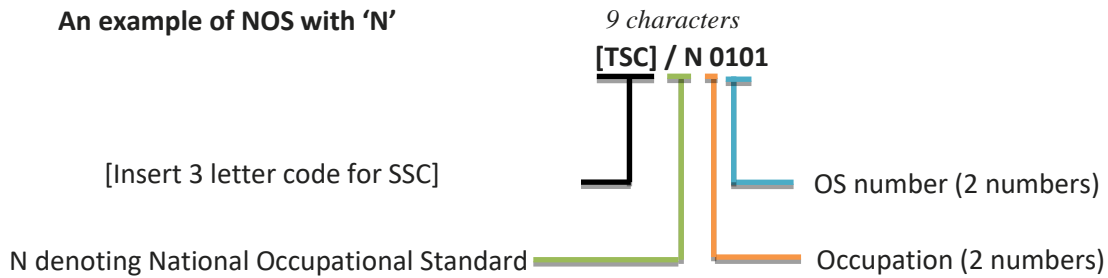
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Spinning	01-20
Weaving	21-40
Knitting	41-50
Processing	51-70
Handlooms	71-79
Technical Textiles	80-89
Common	90-99

Sequence	Description	Example
Three letters	Textile Sector Skill Council	TSC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Ginning Fitter

Qualification Pack TSC/Q0903

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 and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/ option NOS/ set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate marks to successfully clear the assessment
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
TSC/N0905 Carry out cotton grading for ginning process	PC1. identify different types of cotton ginning machines	200	20	6	14
	PC2. carry out different processes for ginning cotton under supervision		20	6	14
	PC3. ensure proper maintenance of moisture content to attain ginnability of the cotton		20	6	14
	PC4. operate ginning machines efficiently as per instructions		20	6	14
	PC5. assess ginned cotton with specifications and workplace's standard procedures		10	3	7
	PC6. ensure proper working of the machines by repairing/troubleshooting the machine when required		10	3	7
	PC7. maintain the machines throughout and after the ginning process		10	3	7
	PC8. stop or shut down ginning machines in accordance with workplace standard operating procedure		10	3	7

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC9. ensure proper removal of cotton fibres from the seeds		10	3	7
	PC10. dispose of waste materials through correct application of workplace run out procedures		10	3	7
	PC11. collect cotton seeds and send for oil and cake production		10	3	7
	PC12. identify and monitor product quality of cotton ginning for all stages of the process continuously to ensure standard is maintained		10	3	7
	PC13. collect lint from the ginning machine and send for cleaning		10	3	7
	PC14. monitor cotton flow to meet enterprise standard operating procedures		10	3	7
	PC15. recognize any deviations from normal and report to senior officials		10	3	7
	PC16. carry out work in a hygienic method— use grease instead of oil in gearboxes to prevent contamination with oil		5	2	3
	PC17. ensure proper transportation of the materials through the ginning machine		5	2	3
		Total	200	60	140
2.TSC/N9001 (Maintain work area, tools and machines)	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	50	4	1	3
	PC2. use correct lifting and handling procedures		4	1	3
	PC3. use materials to minimize waste		3	1	2
	PC4. maintain a clean and hazard free working area		3	1	2
	PC5. maintain tools and equipment		4	2	2
	PC6. carry out running maintenance within agreed schedules		4	1	3
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	3
	PC8. report unsafe equipment and other dangerous occurrences		4	1	3
	PC9. ensure that the correct machine guards are in place		3	1	2

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC10. work in a comfortable position with the correct posture		3	1	2
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC12. dispose of waste safely in the designated location		4	1	3
	PC13. store cleaning equipment safely after use		3	1	2
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	3
	Total		50	15	35
3.TSC/N9002 (Working in a team)	PC1. be accountable to the own role in whole process	50	4	2	2
	PC2. perform all roles with full responsibility		4	2	2
	PC3. be effective and efficient at workplace		4	1	3
	PC4. properly communicate about company policies		4	1	3
	PC5. report all problems faced during the process		4	1	3
	PC6. talk politely with other team members and colleagues		4	1	3
	PC7. submit daily report of own performance		5	2	3
	PC8. adjust in different work situations		4	1	3
	PC9. give due importance to others' point of view		4	2	2
	PC10. avoid conflicting situations		4	2	2
	PC11. develop new ideas for work procedures		5	1	4
	PC12. improve upon the existing techniques to increase process efficiency		4	1	3
	Total		50	17	33
4.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace .	100	5	2	3
	PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol		5	2	3

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theroy	Skills Practical
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	2
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2
	PC5. follow environment management system related procedures		4	2	2
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		5	2	3
	PC7. report any service malfunctions that cannot be rectified		4	2	2
	PC8. store materials and equipment in line with organisational requirements		4	1	3
	PC9. safely handle and remove waste		4	1	3
	PC10. minimize health and safety risks to self and others due to own actions		5	2	3
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12. monitor the workplace and work processes for potential risks and threat		5	2	3
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18. follow organisation procedures for shutdown and evacuation when required		4	2	2
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	2
	PC20. recognise other possible security issues existing in the workplace		4	2	2

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC21. recognise different measures to curb the hazards		4	2	2
	PC22. communicate the safety plan to everyone		4	2	2
	PC23. attach disciplinary rules with the implementation		4	2	2
	Total		100	43	57
5.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	50	4	1	3
	PC2. take responsibility for own actions		4	1	3
	PC3. be accountable towards the job role and assigned duties		4	2	2
	PC4. take initiative and innovate the existing methods		3	1	1
	PC5. focus on self-learning and improvement		4	1	3
	PC6. co-ordinate with all the team members and colleagues		4	1	3
	PC7. communicate politely		4	1	3
	PC8. avoid conflicts and miscommunication		4	1	3
	PC9. know the organisational standards		4	2	2
	PC10. implement them in your performance		4	1	3
	PC11. motivate others to follow them		3	1	2
	PC12. know the industry standards		4	3	1
	PC13. align them with organisation standards		4	2	2
	Total		50	18	32
	Total		450	153	297